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VO-TECH CENTER
TRADE & TECHNOLOGY BL

Vo-Tech

EXT RIGHT

MISSOULA
VOCATIONAL
TECHNICAL CENTER

909

AVENUE



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MISSOULA

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MISSOULA VOCATIONAL TECHNICAL CENTER

Is a postsecondary vocational technical education facility, the main goals of which are: to prepare people for employment by helping them acquire saleable job skills and to assist with placement. MVTC offers 25 different career choices ranging in length from one to four semesters. Current enrollment is approximately 600 students with an expected accumulative enrollment of over 1,000 during the 1989-1990 academic year.

The city of Missoula, home of the Missoula Vocational Technical Center, is located in western Montana and has a greater metropolitan population of about 70,000. Western Montana is a land of spectacular scenery comprised of sparkling lakes, wooded mountains, and green river valleys offering an abundance of recreational activities year around for outdoor sports enthusiasts.

MISSOULA VOCATIONAL TECHNICAL CENTER

1989-90 CALENDAR

SUMMER SESSION - 1989

Registration for all students - June 16, 1989

Classes begin - June 19, 1989

Late registration ends - June 23, 1989

Last day to drop first half session courses -

June 30, 1989

Heritage Day - July 3, 1989 (student vaca

Independence Day - July 4, 1989 (student

First half session courses end - July 17, 198

Last day to drop full session courses - July 1

Second half session courses begin - July 18.

Last day to drop second half session courses -

July 28, 1989

Last day to officially withdraw from MVTC -

July 28, 1989

Classes end - August 11, 1989

FALL SEMESTER - 1989

Orientation and registration for new students -

August 16, 17 & 18, 1989

Registration for returning students - August 22, 1988

Classes begin - August 23, 1989

Late registration ends - August 29, 1989

Labor Day - September 4, 1989 (student vacation)

Last day to drop first half semester courses -

September 13, 1989

Last day to drop full semester courses -

September 27, 1989

Columbus Day - October 9, 1989 (student vacation)

First half semester courses end - October 22, 1989

Second half semester courses begin -

October 24, 1989

Last day to drop second half semester courses -

November 13, 1989

Last day to officially withdraw from MVTC -

November 22, 1989

Thanksgiving - November 23 & 24, 1989 (student vacation)

Classes end - December 21, 1989

373.246 Missoula
MIS Vocational
1989-90 Technical Center
School Catalog,
1989-90.

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373.246 Missoula
MIS Vocational
1989-90 Technical Center
School Catalog,
1989-90.

RESOURCE CENTER
MISSOULA VO-TECH CENTER
909 SOUTH AVENUE WEST
MISSOULA, MT 59801

PROGRAM ENTRY INFORMATION**MISSOULA VO-TECH
RESOURCE CENTER**

| PROGRAM | TRAINING TIME | TIME OF NEW STUDENT ENTRY |
|---|--------------------------|--------------------------------------|
| ACCOUNTING | 3 semesters | Fall & Spring Semesters |
| COMMERCIAL FOOD PREPARATION* | 2 semesters | Summer Session |
| COMMERCIAL TRUCK OPERATION | 1 semester | Every 8 Weeks (see page 28) |
| COMPUTER PROGRAMMING | 4 semesters | Fall & Spring Semesters |
| DATA ENTRY AND COMPUTER OPERATION | 3 semesters | Fall & Spring Semesters |
| ELECTRONICS TECHNOLOGY | 4 semesters | Fall Semester |
| FASHION MERCHANDISING | 2 semesters | Fall & Spring Semesters |
| HEAVY EQUIPMENT MECHANICS | 2 semesters | Fall Semester |
| HEAVY EQUIPMENT OPERATION | 2 semesters | Fall Semester |
| INFORMATION PROCESSING | 3 semesters | Fall & Spring Semesters |
| KITCHEN PRODUCTION MANAGEMENT* | 4 semesters | Fall Semester |
| LEGAL ASSISTING | 4 semesters | Fall Semester |
| LEGAL SECRETARIAL TECHNOLOGY | 4 semesters | Fall Semester |
| MEDICAL RECEPTION | 2 semesters | Fall & Spring Semesters |
| MEDICAL SECRETARIAL TECHNOLOGY | 4 semesters | Fall & Spring Semesters |
| MEDICAL TRANSCRIPTION | 4 semesters | Fall & Spring Semesters |
| MICROCOMPUTING APPLICATIONS | 2 semesters | Fall Semester |
| MICROCOMPUTING SYSTEMS AND APPLICATIONS | 4 semesters | Fall Semester |
| PRACTICAL NURSING* | 3½ semesters | Fall & Spring Semesters |
| PREVOCATIONAL STUDIES | 5 weeks | Each Semester (see page 44) |
| RESPIRATORY THERAPY TECHNOLOGY* | 3 semesters | Fall Semester |
| RETAIL MERCHANDISING | 2 semesters | Fall & Spring Semesters |
| SECRETARIAL TECHNOLOGY | 4 semesters | Fall Semester |
| SMALL ENGINE AND EQUIPMENT TECHNOLOGY | 2 semesters | Fall Semester |
| SURGICAL TECHNOLOGY* | 2½ semesters | Fall Semester |
| WELDING TECHNOLOGY | 2 semesters | Fall Semester |
| WORD PROCESSING AND OFFICE RECEPTION | 2 semesters | Fall & Spring Semesters |

*Students enrolled in programs marked with an asterisk will attend at least one summer session which is eight weeks in length. Please refer to the Program Offerings section of this catalog, beginning on page 25, for specific information.

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DENNIS LERUM, DIRECTOR

Missoula Vocational Technical Center offers a variety of programs for occupational pursuits, development, and growth. In addition, the Center provides many services to assist students in realizing their goals and potential. Within the pages of this catalog you will learn about the Center, its characteristics, and its excellent, respected occupational programs. Throughout the catalog are phone numbers to call for answers to questions about specific programs and services.

I urge you to find out as much as you can about this exciting institution. Better yet, stop by; the doors to the Center are open to you. You will be met with an attitude that is reflective of the Center philosophy published in this catalog.

Thank you for your interest in Missoula Vocational Technical Center. Best wishes in your occupational pursuits.
Sincerely,

Dennis Lerum, Director

MONTANA VOCATIONAL TECHNICAL CENTERS

Billings Vocational Technical Center

3803 Central Avenue, Billings 59102

Phone: 255-3801

Erle Johnson, Director

Great Falls Vocational Technical Center

2100 16th Avenue South, Great Falls 59405

Phone: 791-2108

Willard Weaver, Director

Butte Vocational Technical Center

Basin Creek Road, Butte 59701

Phone: 494-2894

Harry Freebourn, Director

Helena Vocational Technical Center

1115 Roberts Street, Helena 59601

Phone: 442-0060

Alex Capdeville, Director

MISSOULA VOCATIONAL TECHNICAL CENTER

909 SOUTH AVENUE WEST

PHONE: 542-MVTC (6882)

DENNIS LERUM, DIRECTOR

TOLL FREE FOR MONTANA RESIDENTS 1-800-542-MVTC(6882)

This catalog contains information for Missoula Vocational Technical Center only. For information regarding other vocational technical centers, call or write directly to that center.

NOTICE CONCERNING MATERIALS DESCRIBED IN THIS CATALOG

Postsecondary center budgets are funded through appropriations from the Montana State Legislature. Without that support, Missoula Vocational Technical Center would be unable to continue its programs. It should be understood, therefore, that not all programs described in this catalog may be available; nor are any representations made that courses or programs available in any given semester will be continued or maintained in subsequent semesters. While Missoula Vocational Technical Center will make every effort to provide described courses and programs, the final decision as to their availability at Missoula Vocational Technical Center rests with the Board of Regents of Higher Education, and will be determined by available funds and needs of the Center.

ALL PROVISIONS WITHIN THIS CATALOG ARE SUBJECT TO CHANGE WITHOUT NOTICE.

HISTORY OF MISSOULA VOCATIONAL TECHNICAL CENTER

History shows that the Missoula Vocational Technical Center started small with the conviction that Montana people deserved a chance at the specialized jobs opening up as the region expands. Deserving a chance meant getting proper training, preferably right in the home territory.

The start of this training had roots in two existing Missoula County High School District programs; part-time classes and a few full-time occupational courses for adults.

The District established a practical nursing training program in 1960, one of the first postsecondary, full-time occupational programs in Montana through a high school district. Between 1960 and 1966, federal funding became available for additional full-time programs.

Though these and the practical nursing program were operated by the Missoula County High School District, in those early years they had little formal identity within the District; they did not constitute a school.

In 1966 an MCHS proposal for a state vocational technical school in Missoula went to the State Superintendent of Public Instruction. MCHS trustees, administrators, teachers, students, and a dedicated core of interested businessmen collected facts and developed them into the proposal, presenting to the state the need for a vocational technical facility in Missoula.

Statistics and statements of advocacy for the proposal came from such sources as the State Employment Service, Unemployment Compensation Commission, Superintendent of Public Instruction, the University of Montana Business and Economics Research staff, Montana State Extension Service, Agricultural Education faculty, and Missoula Mineral Human Resources, Inc.

The State accepted the MCHS proposal and, on October 18, 1966, authorized a Missoula Area Vocational Education Center. In 1967, the MCHS Board of Trustees approved the establishment of the Center, and Missoula County voters passed a one-time 10-mill levy to raise construction funds, the local amount to be matched by state and federal money.

From 1966 to 1969 Missoula Vocational Technical Center operated by utilizing rented and loaned facilities for classrooms, labs, and shops. The Administration Building opened in 1969. The Trade and Technology Building, located on another site, was constructed in 1971, with an addition being completed in 1976. In 1978, the Health and Business Building was constructed providing much needed space for expansion. Missoula Vocational Technical Center is one of the five state-designated postsecondary vocational technical centers in Montana. MVTC is governed by the Board of Regents of Higher Education.

MISSION AND PHILOSOPHY

Missoula Vocational Technical Center faculty and administration believe that vocational education is a dynamic factor in the growth, welfare, and economy of the individual as well as the local, state, regional, and national community. It is unique in that its frame of reference must be in occupational terms and dimensions. It is our belief that this form of postsecondary education meets the technical demands of a modern industrial nation as well as provides a means for individual growth in knowledge and skills. Further, it is our belief that this is an educational process rather than training and, as such, provides a greater scope of potential for the individual as a person and as a contributing member of society.

Vocational education is responsive to the needs of the individual, the community, and industry. In order to be a viable force, faculty and administration must have relationships within the community work force which will encourage dialogue with those who utilize our professional services. Relationships and dialogue with other educational institutions will facilitate understanding of the scope of vocational education and promote continuing educational growth for those who desire it.

We believe that the increase in occupational complexity demands employees who are able to adapt to changing job requirements. Therefore, the vocationally prepared individual must have an educational background which will allow the flexibility required for ongoing occupational competence.

We believe that varying levels of postsecondary vocational education preparation enhance individual dignity by responding to individual differences and varying levels of ability and skills required in the work force. Vocational education has the potential for reaching individuals who ordinarily would not consider postsecondary education, thereby opening the doors to personal and professional growth as seen by the individual. As a member of the Montana postsecondary education system, Missoula Vocational Technical Center exists primarily to provide lifelong occupational learning opportunities for the residents of the state of Montana.

GOALS

In order to fulfill its mission and philosophy, Missoula Vocational Technical Center will:

- Maintain awareness of current and emerging occupational needs of Missoula County, its contiguous area, the state of Montana, and the nation for the purposes of new program development;
- Offer programs, courses, and student services at times and locations which will meet individual and community needs;
- Develop and provide courses, programs, and services which will meet identified occupational needs and prepare individuals for entry-level employment and/or career advancement;
- Cooperate with local public and private organizations to provide appropriate educational experiences;
- Promote individual and community awareness of programs and services;
- Evaluate programs, instruction, and services to ensure continuing high quality;
- Provide facilities and equipment which support the educational process;
- Assist graduates in securing positions for which they have been prepared.

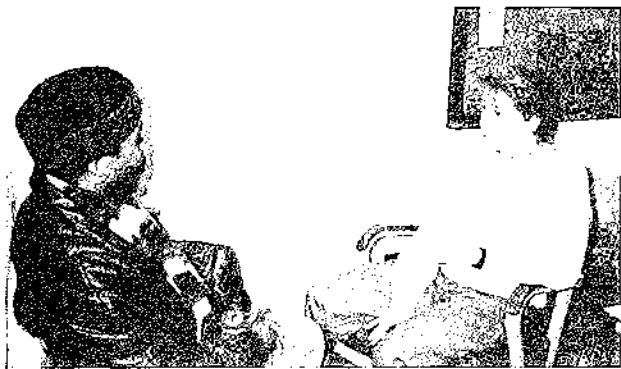
ACCREDITATION AND APPROVAL

Missoula Vocational Technical Center was designated a Vocational Technical Center by the Montana Legislative Assembly H.B.481, effective July 1, 1969, and by the State Board of Education.

The curriculum is approved by the Board of Regents of Higher Education. Missoula Vocational Technical Center's programs are approved further by the United States Office of Education, Bureau of Indian Affairs, Division of Vocational Rehabilitation, and other agencies and/or associations for specific programs. In addition, programs are approved for veterans.

Missoula Vocational Technical Center is accredited by the Commission of Colleges of the Northwest Association of Schools and Colleges. The Surgical Technology and Respiratory Therapy Technology programs are accredited by the Committee on Allied Health Education. The Practical Nursing program is accredited by the Montana Board of Nursing. The Kitchen Production Management program is accredited by the American Culinary Federation.

STUDENT SERVICES



Left to Right
ARCHIE HENDERSON, MISSOULA
RHEA BOTTOMLY, COUNSELOR



DOTTIE JOHNSHOY, SECRETARY,
ADMISSIONS/COUNSELING

ADMISSIONS

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

Missoula Vocational Technical Center is committed to providing all persons an equal opportunity for education, employment, and participation in Center activities as provided by law. It is unlawful:

1. to exclude, expel, limit, or otherwise discriminate against an individual enrolled as a student in the terms, conditions, or privileges of the institution because of race, creed, religion, sex, marital status, color, age, physical handicap, national origin, or mental handicap, unless based on reasonable grounds;
2. to make or use a written or oral inquiry or form of application for admission that elicits or attempts to elicit information or to make or keep a record concerning the race, color, sex, marital status, age, creed, religion, physical or mental handicap, or national origin of an applicant for admission, except as permitted by regulations of the commission;
3. to print, publish, or cause to be printed or published, a catalog or other notice or advertisement indicating a limitation, specification, or discrimination based on the race, color, creed, religion, age, physical or mental handicap, sex, marital status, or national origin of an applicant for admission;
4. to announce or follow a policy of denial or limitation of educational opportunities of a group or its members, through a quota or otherwise, because of race, color, sex, marital status, age, creed, religion, physical or mental handicap, or national origin; or
5. to sexually harass students or faculty.

In addition, this facility may not be used in the furtherance of any discriminatory practice, nor become a party to an agreement, arrangement, or plan which has the effect of sanctioning discriminatory practices.

This policy is in compliance with the requirements of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Titles VII and VIII of the Public Health Service Act, the Rehabilitation Act of 1973, and the Montana Human Rights Act.

Students are encouraged to enroll in nontraditional programs.

Please contact Charles Couture, Supervisor of Student and Public Affairs, in the Administration Building (542-6883), if further information is desired regarding Affirmative Action or Equal Opportunity as it relates to students. Students who have handicaps should also contact Charles Couture if special services are needed or if obstacles are encountered at MVTC. Students who believe their rights have been violated should consult the grievance section of this catalog.

When information is solicited by the Center regarding one or more of the categories listed in this section, the information is used to provide statistical data for state and federal reports and is not personally identifiable. The solicitation of such information is used also for law compliance purposes.

Missoula Vocational Technical Center is an equal opportunity/affirmative action employer. Women and minorities are encouraged to apply.

APPLICATION QUALIFICATIONS

Applications submitted to Missoula Vocational Technical Center are considered on a first-come, first-served basis. It is important to apply early. Individuals who qualify as residents of Montana shall be given priority in cases of enrollment limitations. Applicants must be able to provide proof of high school graduation or its equivalent. All applicants will be considered in accordance to the following guidelines.

APPLICATION REQUIREMENTS

Applications for admission are available at the Missoula Vocational Technical Center Admissions Office and most high schools in the state. Applicants must provide proof of high school graduation or its equivalent prior to enrollment.

A one-time \$10 nonrefundable application fee must be submitted with the initial application (please do not send cash).

Programs are filled on a first-come, first-served basis. Preference is given to full-time students in cases of enrollment limitation. Applications are considered for acceptance on the basis of the date the completed application is received by the Admissions Office. Notification of receipt is forwarded on its arrival.

ADDITIONAL ENTRY REQUIREMENTS FOR ALLIED HEALTH APPLICANTS

Prior to entry into the clinical portions of the Practical Nursing, Respiratory Therapy Technology, and Surgical Technology Programs, students must take a test for tuberculosis (TB) called PPD (Purified Protein Derivative) and give the results to the Allied Health Department Chairperson at Missoula Vocational Technical Center. In the event the test is positive, the student must present a letter written by a physician to the Allied Health Department Chairperson stating the student is under the physician's care and can continue in the clinical portion of the training program.

Two (2) months following a student's exit (withdrawal, graduation, or discontinued attendance) from the clinical portion of these programs, the student is required to repeat the same TB test to ascertain if the student contracted TB during the clinical phase of instruction. It is the responsibility of the exited student to provide the results of the second test to the Allied Health Department Chairperson. If the student fails to satisfy this requirement, Missoula Vocational Technical Center assumes no liability.

RESIDENCY REQUIREMENTS

A resident means:

- A. one who has been domiciled (means a person's true, fixed, permanent home and place of habitation) in Montana for one (1) year immediately preceding registration at any postsecondary vocational technical center for any term or session for which resident classification is claimed. Attendance as a full-time student at any center shall not alone be sufficient to qualify for residency in Montana; or
- B. any graduate of a Montana high school who registers at a Montana institution within one year after high school graduation and whose parents, parent, or guardian has resided in Montana at least one (1) full year of the two (2) years immediately preceding his/her graduation from high school. Such classification shall continue for not more than four (4) academic years if the student remains in continuous attendance at the institution.

Missoula Vocational Technical Center's admissions policies are established in accordance with the Montana statute regarding residency.

ACCEPTANCE

Notification of one's acceptance will be sent when application requirements have been completed and an opening in the selected training program exists. Notification of acceptance will include other registration information. Applicants must make arrangements with the MVTC Counseling Office to take the pretest (within ten days following acceptance) for the desired training program. This test is mandatory and used to diagnose problems an applicant might have in the areas of reading and math; it is not used to screen applicants. If the pretest requirement is not satisfied, the application will be considered inactive.

PART-TIME ENROLLMENT

Persons with family or job responsibilities may wish to consider attending MVTC on a part-time basis. In those programs where space is limited, preference must be given to full-time students; however, MVTC is able to accommodate numerous part-time students with a variety of course offerings.

All applicants are required to pay a one-time \$10 application fee.

Please refer to the tuition section of this catalog for cost information.

NONIMMIGRANT FOREIGN STUDENTS

Missoula Vocational Technical Center is authorized under Federal law to enroll nonimmigrant foreign students.

A completed application, accompanied by the \$10 nonrefundable application fee, should be sent to the Admissions Office well in advance of the desired semester of entry to insure that enough time is available to comply with all entrance requirements.

A foreign applicant must submit a certified statement from his or her bank or other reliable financial institution or from a U.S. citizen who will accept responsibility for the applicant's financial obligation to the Admissions office. This statement must certify that the applicant will have adequate funding available to pay for his or her educational expenses during the academic year.

Applicants from non-English speaking countries must give evidence of proficiency in English. Such applicants should arrange to take the Test of English as a Foreign Language (TOEFL). A passing score on the TOEFL is 500. Requests for information on test procedures and registration should be directed to: Test of English as a Foreign Language, PO Box 2877, Princeton, New Jersey 08541. When the applicant arranges to take the test, he or she should request that examination results be sent directly to the Admissions Office, Missoula Vocational Technical Center, 909 South Avenue West, Missoula, Montana 59801.

Upon receipt of the financial statement and evidence of English proficiency (if applicant is from a non-English speaking country) by the Admissions Office, Form I-20M-N will be mailed to the applicant. The applicant should carefully read this form.

All foreign students must show a physician-validated record of immunization to measles, rubella, diphtheria, tetanus, polio, and skin testing for tuberculosis. This evidence must be presented before a student is permitted to register.

PRETESTING AND PREVOCATIONAL PROGRAM

Pretesting of new students is part of the acceptance procedure. The pretest measures basic skill levels required by each specific program in mathematics, vocabulary, and reading. They are diagnostic in nature and the results are used to identify those students who may benefit from the Prevocational Studies program. This program is designed specifically for the student who needs to develop or review needed academic skills prior to program entry. The Prevocational Studies program includes classes in reading, math, study skills, and individual career counseling. Participation in this program is voluntary. Additional information about the Prevocational Studies program is listed in the Program Offerings section.

IMMUNIZATION

Missoula Vocational Technical Center Administration encourages all students to keep their immunizations for communicable diseases up-to-date. During your stay at this institution you will have contact with many individuals and communicable diseases can spread rapidly. In recent years some colleges have experienced large outbreaks of measles. Although this is considered a childhood disease, it can prove to be life threatening for young adults. Montana has experienced a large outbreak of measles during the last few years and 50 percent of the reported cases were in young adults ages 16-35.

All non-foreign students born after December 31, 1956, must show proof of immunization on or after their first birthday against measles and rubella. Immunization may be shown by the record of a physician, health agency, or a school. After December 31, 1967, immunization against measles can also be shown by a physician's record of diagnosis of the disease. Such evidence must be presented before a student is permitted to register.

If you need to update your immunizations, you may contact your own doctor or receive the recommended immunizations at the County Health Department, 301 West Alder, Missoula. They serve people on a walk-in basis, Monday thru Friday, 9 A.M. to 11:30 A.M. and 1 P.M. to 4:30 P.M.

ORIENTATION

An orientation session will be held for all new students prior to registration. School rules, regulations, procedures, policies, and supportive services will be explained to students during orientation; it is of utmost importance that students attend this activity.

LATE REGISTRATION

Students may register for classes during the first five class days of each semester.

LATE REGISTRATION FEE

Persons who do not register on the day(s) assigned will be charged a late registration fee of \$10.

CORRESPONDENCE

It will be helpful and will accelerate replies if letters and inquiries are directed not only to the Missoula Vocational Technical Center, 909 South Avenue West, Missoula, Montana 59801, but to the particular office concerned:

Admissions/Registrar's Office — Requests for catalogs and application forms; inquiries concerning admission; questions concerning the curriculum; educational policy and withdrawal of applicants; requests for transcripts; inquiries concerning the enrollment status of a student; tuition and other student fees; inquiries concerning transfer, testing, and change in program. Call (406) 542-MVTC (6882).

Financial Aid Office — Inquiries concerning aid; application for grants, loans, and on-campus and other part-time work; information regarding veteran's benefits and/or other agency assistance. Call (406) 542-6886.

Counseling — Inquiries concerning testing, vocational choice, personal counseling, and other counseling services. Call (406) 542-6884.

Placement Office — Requests for information concerning past or present students qualified and available for positions. Call (406) 542-6887.

EXPENSES

TUITION

Tuition is based on hours of attendance during the semester. All tuition must be paid before registration can be completed and classes attended. The tuition schedule is:

| MONTANA RESIDENTS | | NONRESIDENTS | |
|------------------------------------|-----------|------------------------------------|------------|
| 1-45 hours of instruction | \$ 71.00 | 1-45 hours of instruction | \$ 131.00 |
| 46-90 hours of instruction | \$ 119.00 | 46-90 hours of instruction | \$ 239.00 |
| 91-180 hours of instruction | \$ 223.00 | 91-180 hours of instruction | \$ 463.00 |
| 181-270 hours of instruction | \$ 329.00 | 181-270 hours of instruction | \$ 689.00 |
| 271-540 hours of instruction | \$ 433.00 | 271-540 hours of instruction | \$ 913.00 |
| 541-630 hours of instruction | \$ 529.00 | 541-630 hours of instruction | \$ 1129.00 |
| 631-720 hours of instruction | \$ 625.00 | 631-720 hours of instruction | \$ 1345.00 |

ALL TUITION IS SUBJECT TO APPROVAL BY THE BOARD OF REGENTS OF HIGHER EDUCATION.

TUITION IS SUBJECT TO CHANGE WITHOUT NOTICE.

If students add contact hours/credits following initial registration, additional tuition may have to be paid per the tuition schedule above. If students drop courses following initial registration, thereby reducing contact hour/credit loads, they may be eligible to receive partial tuition refunds per the tuition schedule above provided the courses are officially dropped during the first 10 class days of the semester, and students initiate refund requests through the Admissions Office within the same time period.

COURSE FEES

Some courses within individual programs require payment of fees for materials and supplies. These fees are in addition to the above fee schedule. The courses and their related fees are as follows:

| | | | | | | | | |
|-----|-----|--------|-----|-----|--------|-----|-----|-------|
| ACC | 230 | \$ 5 | CUL | 152 | \$ 30 | SEC | 108 | \$ 5 |
| CRT | 110 | \$ 5 | CUL | 157 | \$ 30 | SEC | 114 | \$ 5 |
| CRT | 111 | \$ 5 | CUL | 158 | \$ 30 | SEC | 176 | \$ 5 |
| CRT | 114 | \$ 5 | CUL | 160 | \$ 30 | SEC | 183 | \$ 5 |
| CRT | 121 | \$ 5 | CUL | 161 | \$ 30 | SEC | 284 | \$ 5 |
| CRT | 123 | \$ 5 | CUL | 164 | \$ 30 | SET | 111 | \$ 5 |
| CRT | 125 | \$ 5 | CUL | 166 | \$ 30 | SET | 121 | \$ 5 |
| CRT | 224 | \$ 5 | CUL | 170 | \$ 15 | SET | 122 | \$ 5 |
| CRT | 226 | \$ 5 | HEM | 140 | \$ 25 | SET | 130 | \$ 12 |
| CRT | 293 | \$ 5 | HEM | 145 | \$ 5 | SET | 131 | \$ 5 |
| CRT | 295 | \$ 5 | HEM | 155 | \$ 15 | SET | 132 | \$ 5 |
| CTO | 102 | \$ 130 | OPE | 106 | \$ 50 | SET | 140 | \$ 5 |
| CTO | 106 | \$ 750 | OPE | 107 | \$ 50 | SET | 141 | \$ 5 |
| CTO | 107 | \$ 750 | OPE | 108 | \$ 200 | WEL | 105 | \$ 24 |
| | | | OPE | 155 | \$ 12 | WEL | 106 | \$ 24 |
| | | | | | | WEL | 107 | \$ 24 |

ALL FEES ARE SUBJECT TO APPROVAL BY THE BOARD OF REGENTS OF HIGHER EDUCATION.

FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

BOOKS

Students are required to purchase their own textbooks. Expenses for books range between \$100 and \$180 each semester, depending on the program.

PERSONAL SUPPLIES REQUIRED

Other items of a personal nature may be required when enrolling in a program. Such items might include uniforms, tools, safety equipment, gloves, shoes, etc. Following is a list of most student-owned items that are required or strongly advised in each program. An APPROXIMATE cost per item is also provided. Most of these items are available in the bookstore.

| PROGRAM | ITEM | APPROXIMATE COST | | | |
|-----------------------------------|--------------------------|------------------|--------------------------------|--------------------------|--------|
| ACCOUNTING | Calculator | \$ 20 | INFORMATION PROCESSING | Calculator | \$ 20 |
| | Typing Supplies | \$ 5 | | Earphones | \$ 18 |
| | Miscellaneous | \$ 75 | | Typing Supplies | \$ 15 |
| | Total | \$ 100 | | Miscellaneous | \$ 35 |
| COMMERCIAL FOOD PREPARATION | | | KITCHEN PRODUCTION MANAGEMENT | Total | \$ 88 |
| | Meat Thermometer | \$ 12 | | Towels | \$ 5 |
| | 6" Boning Knife | \$ 15 | | Two Uniforms | \$ 50 |
| | 12" Stainless Steel Whip | \$ 8 | | Two Aprons | \$ 7 |
| | 12" Commercial Rubber | \$ 3 | | Kitchen Work Shoes | \$ 50 |
| | Spatula and Measuring | | | 12" Stainless Steel Whip | \$ 8 |
| | Spoons | | | 12" Commercial Rubber | \$ 3 |
| | Towels | \$ 5 | | Spatula and Measuring | |
| | Two Uniforms | \$ 50 | | Spoons | |
| | Two Aprons | \$ 7 | | Chef Knife | \$ 25 |
| | Kitchen Work Shoes | \$ 50 | | 6" Boning Knife | \$ 15 |
| | Chef Knife | \$ 25 | | Paring Knife | \$ 10 |
| | Paring Knife | \$ 10 | | Meat Thermometer | \$ 12 |
| | Miscellaneous | \$ 20 | | Miscellaneous | \$ 20 |
| | Total | \$ 205 | | Total | \$ 205 |
| COMPUTER PROGRAMMER | Typing Supplies | \$ 5 | LEGAL ASSISTING | Calculator | \$ 20 |
| | Calculator | \$ 20 | | Miscellaneous | \$ 50 |
| | Total | \$ 25 | | Total | \$ 70 |
| DATA ENTRY AND COMPUTER OPERATION | Typing Supplies | \$ 10 | LEGAL SECRETARIAL TECHNOLOGY | Calculator | \$ 20 |
| | Calculator | \$ 20 | | Earphones | \$ 18 |
| | Total | \$ 30 | | Typing Supplies | \$ 85 |
| ELECTRONICS TECHNOLOGY | | | MEDICAL RECEPTION | Miscellaneous | \$ 85 |
| | ET-3100 Experiment Kit | \$ 130 | | Total | \$ 208 |
| | Tools | \$ 100 | | Calculator | \$ 20 |
| | Calculator | \$ 25 | | Typing Supplies | \$ 20 |
| FASHION MERCHANDISING | | | MEDICAL SECRETARIAL TECHNOLOGY | Miscellaneous | \$ 5 |
| | Miscellaneous | \$ 20 | | Total | \$ 45 |
| | Total | \$ 45 | | Calculator | \$ 20 |
| HEAVY EQUIPMENT MECHANICS* | Lock | \$ 4 | MEDICAL TRANSCRIPTION | Earphones | \$ 18 |
| | Coveralls (2 pair) | \$ 45 | | Typing Supplies | \$ 30 |
| | Safety Glasses | \$ 5 | | Miscellaneous | \$ 20 |
| | Basic Tool Set | \$ 850 | | Total | \$ 88 |
| | Welding Goggles | \$ 6 | | Calculator | \$ 20 |
| | Gloves | \$ 9 | | Earphones | \$ 18 |
| | Total | \$ 919 | | Typing Supplies | \$ 40 |
| HEAVY EQUIPMENT OPERATION | | | PRACTICAL NURSING | Miscellaneous | \$ 50 |
| | Scientific Calculator | \$ 25 | | Total | \$ 128 |
| | EC-4014 | | | Watch with Sweep Hand | \$ 30 |
| | Coveralls (2 pair) | \$ 45 | | Two Uniforms with Tunics | \$ 80 |
| | Safety Glasses | \$ 5 | | Clinical Shoes | \$ 55 |
| | Hearing Protection | \$ 10 | | Stethoscope | \$ 20 |
| | Hard Hat | \$ 6 | | Name Tag | \$ 5 |
| | Leather Gloves | \$ 10 | | Bandage Scissors | \$ 5 |
| | Welding Goggles | \$ 6 | | Total | \$ 195 |
| | Welding Gloves | \$ 9 | | Miscellaneous | \$ 25 |
| | Work Boots | \$ 60 | | | |
| | Total | \$ 176 | | | |
| | | | PREVOCATIONAL STUDIES | | |

| | | |
|--------------------------------|------------------------------|--------|
| RESPIRATORY THERAPY TECHNOLOGY | Watch which measures seconds | \$ 30 |
| | Two Lab Coats | \$ 70 |
| | Clinical Shoes | \$ 55 |
| | Stethoscope | \$ 20 |
| | Name Tag | \$ 5 |
| | Surgical Scissors | \$ 5 |
| | Hemostat | \$ 6 |
| | Total | \$ 191 |

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|----------------------|------------|-------|
| RETAIL MERCHANDISING | Calculator | \$ 25 |
|----------------------|------------|-------|

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|------------------------|-----------------|-------|
| SECRETARIAL TECHNOLOGY | Calculator | \$ 20 |
| | Earphones | \$ 18 |
| | Typing Supplies | \$ 20 |
| | Miscellaneous | \$ 25 |
| | Total | \$ 83 |

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|---|--------------------|--------|
| SMALL ENGINE AND EQUIPMENT TECHNOLOGY** | Lock | \$ 3 |
| | Coveralls (2 pair) | \$ 45 |
| | Safety Glasses | \$ 5 |
| | Basic Tool Set | \$ 540 |
| | Multimeter | \$ 49 |
| | Welding Goggles | \$ 5 |
| | Hearing Protection | \$ 2 |
| | Welding Gloves | \$ 9 |
| | Total | \$ 658 |

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|---------------------|----------------|-------|
| SURGICAL TECHNOLOGY | Clinical Shoes | \$ 55 |
| | Name Tag | \$ 5 |
| | Total | \$ 60 |

| | | |
|--------------------|----------------------|--------|
| WELDING TECHNOLOGY | Welding Hood | \$ 25 |
| | Welding Gloves | \$ 9 |
| | Safety Glasses | \$ 5 |
| | Welding Goggles | \$ 6 |
| | Chipping Hammer | \$ 4 |
| | Wire Brush | \$ 3 |
| | Leather Jacket | \$ 50 |
| | Lock | \$ 4 |
| | Fabrication Material | \$ 125 |
| | Total | \$ 231 |

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|--------------------------------------|-----------------|-------|
| WORD PROCESSING AND OFFICE RECEPTION | Calculator | \$ 20 |
| | Earphones | \$ 18 |
| | Typing Supplies | \$ 15 |
| | Miscellaneous | \$ 20 |
| | Total | \$ 73 |

*Students enrolled in the Heavy Equipment Mechanics program must purchase a basic set of hand tools if they do not already own such tools. Total cost approximations have been listed above. Tools may be purchased from any vendor chosen by the student, but is suggested students wait to purchase tools until they arrive at MVTC. The MVTC Bookstore is able to purchase, based on quantity, tool sets on a bid basis, generally saving students money. Following is a list of suggested tools for the Heavy Equipment Mechanics program.

**Students enrolled in the Small Engine and Equipment Technology program are encouraged to purchase a basic set of hand tools if they do not already own such tools, but it is not mandatory. Following is a list of recommended tools for the Small Engine and Equipment Technology program.

Heavy Equipment Mechanics:

1. A 6-12 drawer tool box with handles and a hinged top, with full locking capability, and a minimum storage capacity of 4,000 cubic inches.
2. 1/2 inch drive components comprised of a ratchet handle 10-12 inches long; a flex handle (breaker bar) 17 inches or longer; extension of 1 1/2, 3, 6 and 10 inches in length; a 1/2 inch drive universal joint; sockets (12 point standard depth) measuring 7/16, 1/2, 9/16, 5/8, 11/16, 3/4, 13/16, 7/8, 15/16, 1 1/8, and a 1/2 inch female drive to a 3/8 inch male drive adapter.
3. 3/8 inch drive components comprised of a ratchet handle 6-8 inches long; a flex handle (breaker bar) 10 inches or longer; extension of 2, 6, and 10 inches in length; a speed handle (brace type): a 3/8 inch female drive to a 1/2 inch male driver adapter; sockets (12 point standard depth) measuring 5/16, 3/8, 7/16, 1/2, 11/16, and 3/4 inch.
4. Combination wrenches (open end and box end, 12 point long handle) measuring 3/8, 7/16, 1/2, 9/16, 5/8, 11/16, 3/4, 13/16, 7/8, 15/16, 1, 1 1/16, and 1 1/8 inches.
5. Flare nut wrenches (open end and box end, 6 point) measuring 7/16, 1/2, 9/16, 5/8, 11/16, and 3/4 inch.
6. Adjustable end wrenches measuring 8 and 12 inches.
7. Punches including a center punch, pin punches measuring 5/64, 1/8, and 1/4 inch, and starter punches measuring 3/8 and 1/2 inch.
8. Chisels measuring 1/4, 1/2, and 3/4 inch wide.
9. Screwdrivers (standard blade and insulated handle) with blades measuring 1 1/2, 4, 6, 8, and 12 inches long with tip widths of 1/4, 3/16, 5/16, and 3/8 inch.
10. Phillips screwdrivers measuring 3 inches long (#1 tip), 4 inches long (#2 tip) and 6 inches long (#3 tip).
11. 6 inch combination pliers, 6-8 inch needle nose pliers, and 7 inch diagonal cutting pliers.
12. Two ball peen hammers weighing 8 and 32 ounces, and a compothane soft-face, shot-filled 2 pound hammer.
13. A 35 leaf feeler gauge set.
14. Hex key wrenches measuring 1/16, 5/64, 3/32, 7/64, 1/8, 9/64, 5/32, 3/16, 7/32, and 1/4 inch.
15. A vented tip blow gun with male adapter type C, a putty knife 1 1/4 inches wide with chisel edge and wood handle, a circuit probe type test light (6-12 volt), a rolling head pry bar 16 inches or longer, a flat pry bar 16 inches or longer, a 6 inch steel rule graduated in 1/64 inch segments, a tape measure 12 feet x 1/2 inch steel blade and case, a 6 inch x 1 inch brass drift, and snap ring pliers (8 inch lock ring).

Small Engine and Equipment

Technology: (optional)

1. A 3 to 6 drawer tool box with handles and hinged top, locking capability, with a minimum storage capacity of 2400 cubic inches.
2. $\frac{1}{4}$ inch drive components including a drive ratchet with a minimum length of $5\frac{1}{4}$ inches; a drive extension 4 inches long; a nine-piece drive socket set (6 point with tray, box, or socket rail), consisting of $\frac{3}{16}$, $\frac{7}{32}$, $\frac{1}{4}$, $\frac{9}{32}$, $\frac{5}{16}$, $\frac{11}{32}$, $\frac{3}{8}$, $\frac{7}{16}$, $\frac{1}{2}$ inch sockets.
3. $\frac{3}{8}$ inch drive components including a drive ratchet with a minimum length of $6\frac{7}{8}$ inches; 3 inch and 6 inch extension bars; a $\frac{13}{16}$ inch spark plug deep socket; and a 10 piece socket set (12 point with tray, box or socket rail), consisting of $\frac{1}{4}$, $\frac{5}{16}$, $\frac{3}{8}$, $\frac{7}{16}$, $\frac{1}{2}$, $\frac{9}{16}$, $\frac{5}{8}$, $\frac{11}{16}$, $\frac{3}{4}$, and $\frac{13}{16}$ inch sockets; an 11 piece metric socket set (6 point with tray, box or socket rail), measuring 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, and 19 millimeters.
4. A 7-piece combination wrench set (12 point long handle) measuring $\frac{3}{8}$, $\frac{7}{16}$, $\frac{1}{2}$, $\frac{9}{16}$, $\frac{5}{8}$, $\frac{11}{16}$, and $\frac{3}{4}$ inch.
5. A 14-piece combination metric wrench set (12 point long handle) measuring 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, and 19 millimeters.
6. A 7-piece ignition wrench set (either combination or open end style) to include sizes $\frac{5}{32}$, $\frac{3}{16}$, $\frac{1}{4}$, $\frac{5}{62}$, $\frac{5}{16}$, $\frac{9}{32}$, and $\frac{3}{8}$ inch.
7. A punch and chisel set to include $\frac{1}{8}$ and $\frac{3}{16}$ inch pin punches, a $\frac{3}{8}$ inch center punch, and a $\frac{5}{8}$ inch cold chisel.
8. A standard screwdriver set to include, a $\frac{3}{16}$ inch diameter with a minimum length of 4 inches; a $\frac{1}{4}$ inch diameter with a minimum length of 6 inches; and a $\frac{3}{8}$ inch diameter with a minimum length of 8 inches.
9. A Phillips screwdriver set consisting of one having a minimum blade length of $1\frac{1}{4}$ inches (#2), one having a minimum blade length of 3 inches (#1), and one having a minimum blade length of 6 inches (#2).
10. A plier set consisting of an adjustable joint arc type with a minimum length of $9\frac{1}{4}$ inches; a long nose type with a minimum length of $7\frac{1}{8}$ inches; a locking type with a minimum length of 7 inches; and a diagonal cutting type with a minimum length of 6 inches.
11. An adjustable wrench 10 inches in length; a ball peen hammer (16 ounces), an ignition file, and ignition gauges to include wire gauges from .022 to .040; flat ignition gauges $\frac{1}{4}$ inch wide from .012 to .032 and flat feeler gauges $\frac{1}{2}$ inch wide from .002 to .018.
12. A 13-piece hex key wrench set measuring $\frac{3}{64}$, $\frac{1}{16}$, $\frac{5}{64}$, $\frac{3}{32}$, $\frac{7}{64}$, $\frac{1}{8}$, $\frac{9}{64}$, $\frac{5}{32}$, $\frac{3}{16}$, $\frac{7}{32}$, $\frac{1}{4}$, $\frac{5}{16}$, and $\frac{3}{8}$ inch.
13. An 8-piece metric hex key wrench set (L shape) measuring 2, 2.5, 3, 4, 5, 6, 7, and 8 millimeters.
14. A vented tip blow gun with male adapter, a 6-12 volt circuit tester, a plastic tip hammer (minimum of 12 ounces) and a straight edge scraper putty knife.

APPROXIMATE TOTAL COST

| PROGRAM TITLE | TUITION AND FEES | TOTAL BOOKS | SUPPLIES* | TOTAL** COST |
|--|------------------------|----------------|-----------|-----------------|
| ACCOUNTING | \$ 1319 | \$ 475 | \$ 100 | \$ 1894 |
| COMMERCIAL FOOD PREPARATION | \$ 1016 | \$ 85 | \$ 205 | \$ 1306 |
| COMMERCIAL TRUCK OPERATION | \$ 2066 | \$ 150 | \$ 60 | \$ 2276 |
| COMPUTER PROGRAMMING | \$ 1772 | \$ 375 | \$ 25 | \$ 2172 |
| DATA ENTRY AND COMPUTER OPERATION | \$ 1324 | \$ 350 | \$ 30 | \$ 1704 |
| ELECTRONICS TECHNOLOGY | \$ 1732 | \$ 490 | \$ 255 | \$ 2477 |
| FASHION MERCHANDISING | \$ 866 | \$ 350 | \$ 45 | \$ 1261 |
| HEAVY EQUIPMENT MECHANICS | \$ 911 | \$ 230 | \$ 919 | \$ 2060 |
| HEAVY EQUIPMENT OPERATION | \$ 1178 | \$ 150 | \$ 176 | \$ 1504 |
| INFORMATION PROCESSING | \$ 1319 | \$ 275 | \$ 88 | \$ 1682 |
| KITCHEN PRODUCTION MANAGEMENT | \$ 1957 | \$ 175 | \$ 205 | \$ 2337 |
| LEGAL ASSISTING | \$ 1737 | \$ 400 | \$ 70 | \$ 2207 |
| LEGAL SECRETARIAL TECHNOLOGY | \$ 1757 | \$ 525 | \$ 208 | \$ 2490 |
| MEDICAL RECEPTION | \$ 881 | \$ 350 | \$ 45 | \$ 1276 |
| MEDICAL SECRETARIAL TECHNOLOGY | \$ 1742 | \$ 500 | \$ 88 | \$ 2330 |
| MEDICAL TRANSCRIPTION | \$ 1747 | \$ 500 | \$ 128 | \$ 2375 |
| MICROCOMPUTING SYSTEMS AND APPLICATIONS | \$ 1752 | \$ 375 | \$ 25 | \$ 2152 |
| PRACTICAL NURSING | \$ 1540 | \$ 275 | \$ 195 | \$ 2010 |
| PREVOCATIONAL STUDIES | \$ 315 | \$ 45 | \$ 25 | \$ 385 |
| RESPIRATORY THERAPY TECHNOLOGY | \$ 1692 | \$ 525 | \$ 191 | \$ 2408*** |
| RETAIL MERCHANDISING | \$ 871 | \$ 350 | \$ 25 | \$ 1246 |
| SECRETARIAL TECHNOLOGY | \$ 1757 | \$ 450 | \$ 83 | \$ 2290 |
| SMALL ENGINE AND EQUIPMENT TECHNOLOGY | \$ 913 | \$ 150 | \$ 658 | \$ 1721 |

| | | | | |
|--------------------------------------|---------|--------|--------|---------|
| SURGICAL TECHNOLOGY | \$ 1101 | \$ 350 | \$ 60 | \$ 1511 |
| WELDING TECHNOLOGY | \$ 938 | \$ 125 | \$ 231 | \$ 1294 |
| WORD PROCESSING AND OFFICE RECEPTION | \$ 881 | \$ 275 | \$ 73 | \$ 1229 |

*The majority of supplies are purchased at the beginning of the first semester.

**These figures do not include out-of-state tuition.

***This figure includes \$375 for transportation and out-of-town housing as required for a portion of clinical experience and to attend the state annual conference of the Montana Society for Respiratory Care.

ALL COSTS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

REFUNDS FOR WITHDRAWAL

Refunds of tuition and in the event of withdrawal from the Center are authorized according to the following schedule. The registration fee is non-refundable.

75% of all remaining tuition and fees will be refunded to the end of the 5th class day following the close of regular registration.

50% of all remaining tuition and fees will be refunded to the end of the 10th class day following the close of regular registration.

No refunds will be made after the 10th day of classes.

Drop/adds will be computed in accordance with regular tuition and fee schedules. There will be no refunds for drops after 10 days of classes.

DISHONORED CHECKS

Students may issue personal checks to pay tuition and fees and to make purchases from the bookstore and cafeteria. In the event a student's check is dishonored by the bank upon which it is drawn, appropriate action will be taken. This action will consist of withholding a student's grades and transcripts until the obligation has been satisfied. If the dishonored check is in payment of tuition, the student will be withdrawn from classes until the obligation has been satisfied. A fee of \$8 will be assessed for each dishonored check issued to the school.

Upon receipt of a dishonored check, the Business Office will notify the person who issued the check, and request payment in cash within five days of the date of the notification. If payment is received, the dishonored check will be returned and no further action will be required. If payment is not received within five days of notification, the Business Office will alert the Registrar's Office of the outstanding obligation. The Registrar's Office will then take appropriate action by placing a hold on the student's grades and transcripts or withdrawing the student from classes. If the person who issues a dishonored check later makes restitution, the Business Office will notify the Registrar's Office and restrictions will be removed from the student's records.

COUNSELING AND TESTING

Counselors are available to help students with academic and personal difficulties, administration and interpretation of personal and vocational tests, and life and career planning. Interest, mental ability, and aptitude tests on a limited basis are available on request from a counselor. Professional attitudes of Missoula Vocational Technical Center's counselors permit students to freely discuss their problems.

DRUG PREVENTION PROGRAM

As a state educational institution it is our desire and duty to become involved in the fight against the use and abuse of illegal drugs. In addition to our own desire to become involved in this cause, we are mandated by federal regulations to establish a "drug prevention program."

Possession, transportation, and/or use of any illegal drug on campus is prohibited. The word "use" includes banning anyone from our campus who is under the influence of any illegal drug.

Missoula Vocational Technical Center employs professional counselors who are available to assist individuals with drug-related problems. If deemed necessary, counselors will refer individuals to established drug prevention counseling programs.

The faculty and staff is committed to the fight against drug abuse and they are willing to assist students in any way required to help prevent further use and abuse of drugs.

If you have further questions regarding the school's drug prevention program please contact the Admissions and Counseling Office.

DAN BURKE, FINANCIAL AID OFFICER



FINANCIAL AID

Student financial aid is available at Missoula Vocational Technical Center via the following federal and state programs for those students who meet the academic progress standards.

PELL GRANT is a form of gift assistance available to an undergraduate student enrolled on at least a half-time basis in a program of study lasting six months or longer. Students may apply for a PELL Grant by completing an "ACT Family Financial Statement (FFS)." After completing the application, students must present a valid Student Aid Report (SAR) to the Financial Aid Office before payment can be made. All students submitting a valid SAR will receive appropriate payments. PELL Grant payments are disbursed to eligible students within the first week of each new semester. A student receiving a disbursement under the PELL program must present to the Financial Aid Office an approved schedule of his/her classes for the semester(s) that the grant will be disbursed. This class schedule will become part of the student's permanent financial aid file. A student receiving his/her first disbursement each academic year must sign an "Affidavit of Educational Intent" which states that money received will be spent to offset the student's educational costs and that if a student withdraws from classes before the end of a semester, the student must repay the unused portion of that semester's grant. Repayments are calculated on a daily basis by a method determined by the United States Commissioner of Education. Students must reapply for a PELL Grant each academic year they attend school.

The COLLEGE WORK STUDY PROGRAM provides employment opportunities to eligible students to assist with meeting their educational costs. To determine financial eligibility, students must complete, submit and have on file with the Financial Aid Office, an ACT Family Financial Statement, a PELL Grant SAR, and an Affidavit of Educational Intent. Also, the student must submit a "Federal Income Tax Form 1040 or 1040-A." It generally takes four to six weeks for the FFS to be processed and returned to the MVTC Financial Aid Office. Prospective students should apply early for college work-study assistance. The Financial Aid Office assists students on a first-come, first-served basis by date of completed applications in compliance with federal regulations. Preference is given also to students with the greatest financial needs. The amount of a student's college work study award is determined by the Financial Aid Office based on the student's need and the availability of money within that program at the institution. The Financial Aid Officer will help eligible students find employment in public, non-profit organizations. Students may work up to fifteen hours per week while attending classes. All students wishing to participate in the College Work Study Program must provide proof of citizenship. A photocopy of the individual's social security card plus an additional form of identification which includes a photograph is required when proving citizenship.

The SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT PROGRAM is also a form of gift assistance that is awarded to eligible students. Students wishing to apply for an SEOG must complete, submit and have on file with the Financial Aid Office a current ACT Family Financial Statement, a PELL Grant SAR, an Affidavit of Educational Intent, and a Federal Income Tax Form 1040 or 1040-A. The Financial Aid Office may ask you to submit other documents to help in the determination of financial need. It generally takes four to six weeks for the FFS to be processed and returned to MVTC's Financial Aid Office, so prospective students should apply early for SEOG assistance. The Financial Aid Office assists students in this program on a first-come, first-served basis by date of completed applications in compliance with federal regulations. Preference is given also by date of completed applications to students with the greatest financial need. Students who receive a SEOG must also receive an equal amount of aid through the College Work Study Program or be matched by a PELL Grant. A student's SEOG is determined by the Financial Aid Office based on the student's need and the availability of money within that program at the institution. Need must be redetermined yearly.

The GUARANTEED STUDENT LOAN PROGRAM enables students to borrow directly from a bank or other lending institution that makes loans. Students may apply for a GSL by completing their portion and the school completing its portion of the GSL application and then submitting this form to a participating lending institution. Unlike other forms of student aid at MVTC, the GSL is a form of aid that must be repaid.

The STATE STUDENT INCENTIVE GRANT is a form of gift assistance that is awarded to eligible students. Students wishing to apply for a SSiG must have on file with the Financial Aid Office a current ACT Family Financial Statement, a PELL Grant SAR, an Affidavit of Educational Intent, and a Federal Income Tax Form 1040 or 1040-A. The Financial Aid Officer may ask you to submit other documents to aid in the determination of your financial need. It generally takes four to six weeks for the FFS to be processed and returned to the Financial Aid Office. Prospective students should apply early for SSiG assistance. The amount of a SSiG is determined by the Financial Aid Office based on the student's need and the availability of money within the program. Need must be redetermined yearly.

APPLICATION PROCESS information for all federal and state financial programs may be obtained by contacting the Financial Aid Office in the Administration Building. Applications for financial aid are submitted in the following manner:

ACT Family Financial Statement application (for PELL Grant, CWS, SEOG, and SSiG) - Directly to ACT.

GSL - To Financial Aid Office and lending institution. (The ACT Family Financial Statement application must have been completed and the results on file in the Financial Aid Office.)

SCHOLARSHIPS

Following is a listing of scholarships for which students and/or applicants can apply. The information presented is meant to serve as a guide and is not to be all-inclusive. For more detailed information and applications contact the Financial Aid Office. Please note that dates and selection criteria are subject to change.

1. ALTRUSA FOUNDERS FUND VOCATIONAL AWARD. Between \$250 and \$800 is given to a female student who intends to train or retrain for employment. The student does not have to be enrolled. Selection is based on proven financial need and potential for training and employment success. Preference is given to the older female student. Interested students/applicants should contact the Financial Aid Office for application deadline information.
2. AMERICAN BUSINESS WOMENS SCHOLARSHIP. \$1,000 is divided between two or three students enrolled full time in secretarial training. Selection is based on scholastic performance and financial need. Interested students should apply by March 1. The scholarship is usually awarded in May.
3. AMERICAN LUNG ASSOCIATION OF MONTANA SCHOLARSHIP. \$1,500 is divided equally between five recipients. The recipients must be enrolled full time in the Respiratory Therapy Technology program. Selection is made on the basis of scholastic achievement. Interested students should apply by October 12. The scholarship is usually awarded in November.
4. ELKS NATIONAL FOUNDATION VOCATIONAL GRANT. Any current or prospective student can apply. The recipient will receive \$1,000 for each of two years. Selection is based on scholastic achievement and financial need. Interested persons should apply by November 15. The scholarship is usually awarded by April 15.
5. JAMES CLUTIS MEMORIAL SCHOLARSHIP. \$75 is awarded to a Practical Nursing student who has successfully completed at least one semester of the Practical Nursing program. Selection is based on scholastic achievement and instructor recommendations. Interested students should apply by February 15. The scholarship is usually awarded in March.
6. LLOYD D. SWEET SCHOLARSHIP. Applicants and recipients must be graduates of Chinook High School. Applicants must be enrolled full time. Eligible students must apply by March 1 and supply three letters of recommendation postmarked by February 20. The scholarship is awarded in May. Selection is based on scholastic performance and personal character.
7. LULA CLAY NURSING SCHOLARSHIP. \$350 is awarded Fall and Spring semesters to a second semester Practical Nursing student. The student must be enrolled full time. Eligible students should apply by November 15 for the Fall scholarship and by April 15 for the Spring scholarship. The Fall scholarship is awarded by November 30, and the Spring scholarship is awarded by April 30. Selection is based on scholastic achievement, instructor recommendations, and scholarship committee recommendations.
8. WOMEN'S INDEPENDENT SOCIAL CLUB. \$150 is awarded to a student who has attained a grade point average of 4.00 Fall semester. In addition, the recipient must have been a first-time, first-semester student Fall semester. Selection is based on G.P.A. and scholarship committee recommendations. Interested students must apply by January 15 and the scholarship will be awarded by January 30.
9. ASSOCIATION OF SURGICAL TECHNOLOGISTS SCHOLARSHIP. \$500 is awarded to a full-time Surgical Technology student. Eligible students should apply by March 1, and the scholarship is awarded in June. Selection is based on scholastic achievement, recommendations, honors/awards received, and financial need.

10. VENTURE CLUBS OF AMERICA SCHOLARSHIP. \$50 is awarded to a handicapped student between the ages of 16 and 35. Selection is based on a financial need and scholastic achievement. Application deadline is December 31, and selection is made by mid-January. The recipient must be enrolled full time.
11. MONTANA FEDERATION OF WOMEN'S CLUBS SCHOLARSHIP. Approximately \$150 is awarded to a current full-time student with a minimum G.P.A. of 3.00. Selection is based on G.P.A., instructor recommendations, and scholarship committee recommendations. The award is usually made late in October.
12. ZONTA INTERNATIONAL SCHOLARSHIP. An annual scholarship of \$100 is given to a student who successfully completed 375 hours of instruction at Missoula Vocational Technical Center. Selection is based on academic performance, economic need, scholarship rating scales, and scholarship committee recommendations. Applications must be submitted prior to May 10.
13. SOROPTOMIST INTERNATIONAL TRAINING AWARD. Annual award amounts are set by each club to promote upward mobility for mature women, assisting them in their efforts toward training and entry, or re-entry, into the labor market. Candidates are preferably heads of households completing undergraduate programs or entering vocational or technical training. Awards are usually made in early spring.
14. HOME OXYGEN SCHOLARSHIP. Cash awards to Respiratory Therapy Technology students. Awards are based on need and career goals. Funds are provided by Home Oxygen Care Inc. of Butte, Montana.
15. SOROPTOMIST NORTH VOCATIONAL AWARD. Two scholarships are awarded each year in May to high school seniors entering vocational technical fields. Applicants must have been accepted by a vocational technical school. Selection is based on need and scholastic ability.
16. AMERICAN FOOD SERVICE SCHOLARSHIP. Scholarships awarded in the amount of one semester's tuition for students currently enrolled in the Kitchen Production Management or Commercial Food Preparation programs. Awards will be made early Spring of each year. Selection is based on G.P.A. and instructor recommendations.
17. EARL'S DISTRIBUTING SCHOLARSHIP. Scholarship awarded in the amount of one semester's tuition to a student enrolled in the Kitchen Production Management or Commercial Food Preparation programs. The award will be made early Spring of each year. Selection is based on G.P.A. and instructor recommendations.
18. BILLINGS LEGAL SECRETARIES ASSOCIATION SCHOLARSHIP. An annual scholarship of \$500 for a high school senior or postsecondary student with a financial need, a grade point average of at least 3.25 and pursuing a career in the legal field (legal secretarial technology or legal assisting). Application deadline is March 1 of each year.
19. AMERICAN CULINARY FEDERATION EDUCATION INSTITUTE SCHOLARSHIP FOUNDATION PROGRAM. Scholarships are awarded to students enrolled in Commercial Food Preparation or Kitchen Production Management. Applications are submitted to the local chapter of the American Culinary Federation, Chefs de Cuisine of Western Montana, and presented to the ACFEI for final determination.
20. RAY MARSHALL LOAN FUND. Students enrolled in Commercial Food Preparation or Kitchen Production Management may apply to the American Culinary Federation Educational Institution for low interest loans to further their education.

PLACEMENT SERVICE

A Placement Office is maintained to assist students in obtaining part-time employment while attending school, as well as full-time employment following completion. While every effort is made to assist students in securing employment, it should be understood that placement is not guaranteed and is influenced by the economy, occupational demand, student attitudes, and academic records.

Some specific areas of assistance provided by the Placement Office include information concerning employment opportunities with local, state and federal agencies; contact with employers identifying job openings; efforts to provide interviews with prospective employers; assistance with letters of application, resumes, and application forms; and preparation and mailing of student placement folders. MVTC students and alumni are encouraged to contact the Placement Office to set up placement files. The placement file provides a ready reference for the Placement Office.

While employment opportunities for Missoula Vocational Technical Center graduates are generally good, demand is stronger in some geographic areas than others. Relocation is often necessary to obtain satisfactory employment.

LIBRARY

The Library, located in the Administration Building is responsible for processing, circulating and maintaining a well-balanced collection of materials, both print and non-print. The library holdings reflect the diversity of program offerings of the school. Housed are approximately 7500 books and 150 newspapers and magazines.

Study areas are maintained along with a viewing area for audio-visual materials. A satellite library is located in the Trade and Technology Building.

Students are encouraged to return materials in a timely manner. Students with overdue materials will be assessed fines and will not be permitted to register or receive copies of grade transcripts until all fines are paid in full.

HOUSING

Although Missoula Vocational Technical Center does not offer on-campus housing, it is our intent to provide useful information on housing as it relates to Missoula. Listed are the most frequently asked questions regarding housing. Please keep in mind the information is to be used only as a guide and is not intended to be all inclusive.

Q. What type of housing should I consider?

A. It is important for you to understand what your specific needs will be while living in Missoula. For example:

- 1) How many people there are in your family
- 2) The ages of your family members
- 3) The amount of furnishings, if any, you may bring with you
- 4) The amount of money you can contribute toward housing
- 5) If you're single, whether you wish to have a roommate to share expenses
- 6) Your personal transportation situation
- 7) Whether you will be bringing a pet
- 8) The amount of space you will need

Q. What type of housing is available in Missoula?

- A. 1) 1, 2, and 3 bedroom houses, apartments, mobile homes and condominiums furnished, partially furnished and unfurnished.
- 2) Studio apartments
- 3) Room and board for Missoula Vocational Technical students at the University of Montana when space permits (contact U of M Residence Halls Office: 243-2611)
- 4) Missoula Housing Authority - for low income families, persons with handicaps and the elderly (call 549-4113)

Q. What is the cost range of housing in Missoula?

A. Rent fluctuates from year to year and may also depend on the time of year. The following figures are general approximations for various types of housing (location within the city can also have a dramatic effect on cost):

- 1) 1-bedroom apartment - \$180 & up. Average range is \$200 - \$275
- 2) 2-bedroom apartment - \$225 & up. Average range is \$250 - \$350
- 3) 3-bedroom apartment - \$350 & up. Average range is \$365 - 480
- 4) 1-bedroom house - \$200 & up. Average range is \$200 - \$300
- 5) 2-bedroom house - \$300 & up. Average range is \$300 - \$450
- 6) 3-bedroom house - \$375 & up. Average range is \$375 - \$500
- 7) Studio apartment - \$170 & up. Average range is \$190 - \$250
- 8) Mobile home - \$175 & up. Average range is \$175 - \$300
- 9) U of M Residence hall - costs vary with type of meal plan purchased; contact U of M Residence Hall Office for specific information
- 10) Rooms - \$120 & up. Average range is \$120 - \$170

11) Missoula Housing Authority - cost varies based on personal income. Contact Missoula Housing Authority Office for specific information.

Q. What is the availability of housing in Missoula?

A. The current number of rental units seems to be adequate to satisfy the demand.

Q. When should I begin to locate housing?

A. Most often you should begin looking for housing one or two months prior to actual enrollment at MVTC. If you are interested in University of Montana housing you should contact that housing office for specific details.

Q. How close to MVTC should I establish my residence?

A. The answer to this question depends on many factors you must consider:

- 1) MVTC has a split campus - approximately 3 miles apart; however, students do not travel between sites for classes. A map is provided inside the back cover.
- 2) If you have children, the proximity of their school to your residence.
- 3) Your transportation situation - many students drive cars or have rides, some ride bicycles (bicycle riding in Missoula during fair weather is popular). In addition, Missoula has a city bus system.

Q. How do I begin to locate housing?

A. Contact rental/property management agencies (look in the "yellow pages", and the newspaper ads), friends/relatives, and real estate offices.

Q. What additional costs can I expect to pay?

A. A security/damage deposit that averages about \$170, renter's insurance on your furnishings, utilities, moving costs and furnishings if needed.

Q. What questions should I ask my landlord?

A. Find out such things as: what is covered by the rent amount; who is responsible for upkeep, repairs and maintenance; the length of the lease; how and when the lease may be terminated or renewed; when the landlord may enter the rental; rules and regulations you must follow as a user of the property; does the landlord have a lien on your personal property; are all agreements with the landlord written into the lease (read all leases carefully before signing and check the rental for cleanliness, prior damage, upcoming repairs and conditions of appliances, drapes and carpets)

Q. Are there other things to consider?

A. You should evaluate storage needs, garage/parking facilities, rent and deposit amount and the need for furnishings.

Be a good tenant by promptly paying all rental and utility bills, not abusing the property or rights of other tenants, keeping the rental clean, and immediately reporting any damage that has occurred. Be sure to notify the postal service and the MVTC Registrar's Office each time you have a change of address.

FOOD SERVICE

Snack bars are in operation for lunch and snacks in the Administration and Trade and Technology Buildings. Full course gourmet meals are available in the Hunter Dining Room. Prepaid meal passes are available.

HEALTH SERVICE

There is no formal health service at the Center. Students are encouraged to select a Missoula doctor while attending the Center and have this doctor's name on file with the Admissions Office. It is a practice of Center personnel to handle emergency situations by administering first aid immediately and then sending the victim to the closest hospital emergency room. Students with medical, physical, and/or emotional problems are encouraged to inform the Admissions Office of their condition immediately upon arrival.

Left to Right

LORRAINE CORRA, BOOKSTORE MANAGER
JAY SUNDERLAND, MISSOULA
LESLIE SNOVELLE, GREAT FALLS



BOOKSTORE

The bookstore is established as a service to the educational community. It carries an inventory of most required textbooks, tools, and supplies. Prices are established to meet the expenses of the bookstore and maintain a small margin for operations. The following are bookstore policies:

- 1) Books purchased may be returned for any reason within two weeks after purchase for full amount providing:
 - A) They are accompanied by a cash register sales slip; and
 - B) New books must be in brand-new condition with no writing in them, including names, addresses, etc.
- 2) The bookstore will hold a buy-back period during the last week of each semester. Used books will be bought back at 50 percent of purchase price, providing:
 - A) They are being used the next semester;
 - B) They are in good condition; no excessive underlining, missing pages, scratched covers, etc;
 - C) The management reserves the right to refuse any book.
- 3) The bookstore has no provisions for credit sales.
- 4) Bookstore hours are 8:00 A.M. to 4:30 P.M. Monday through Friday. Exceptions to these hours will be posted.

STUDENT RECORDS

Procedures ensuring confidentiality and providing for student access to student files are established in compliance with the "Family Educational Rights and Privacy Act of 1974." The release of a student's grades, transcripts, and other data requires written authorization by the student. Request by the student for transcripts should be directed to the Registrar's Office. If the student wishes to request information to provide to a potential employer, the request should be made to the Placement Office. The following data may be given to any inquirer without written authorization from the student: name, program of enrollment, period of enrollment, certificates awarded, honors, date of completion, address, and telephone number. Any student wanting any or all of this information to remain confidential must inform the Registrar's Office in writing. Additional information is provided in the "Students" section of this catalog.

INSTRUCTIONAL DAY

The average instructional day begins at 8:00 A.M. and ends at 4:40 P.M.; however, most full-time students are scheduled to attend class only five to six hours daily, Monday through Friday. Although this is true in a general sense, some programs and student schedules may differ significantly. A few examples of variations are listed below:

1. Respiratory Therapy Technology students rotate evenings (2:45 P.M. to 11:15 P.M.) and days (6:45 A.M. to 3:15 P.M.) and possibly nights (11 P.M. to 7 A.M.) during clinical instruction.
2. Surgical Technology students may rotate shifts during clinical instruction, (7 A.M. to 3 P.M., 9 A.M. to 5 P.M., and 2 P.M. to 10 P.M.). Night and weekend on-call experiences for emergency surgery cases are in addition to regularly scheduled hours during summer session.
3. Practical Nursing students in the clinical instruction phases may be scheduled to attend from 6:45 A.M. to 2 P.M., 8 A.M. to 3 P.M., 7 A.M. to 2 P.M., or 9 A.M. to 5 P.M. depending on clinical facility.
4. Kitchen Production Management students attend from 7 A.M. to 3:30 P.M. depending on the semester.
5. Programs that consist primarily of theory (classroom) courses generally meet fewer hours per day (5) when compared to those programs having a greater percentage of practical application (clinical, shop, lab, or internship) courses.
6. In some programs where instructional staff, facilities, or equipment are limited classes may be scheduled before and after the normal instructional day.

The amount of homework is often greater for theory courses than for practical application courses. A specific program may be comprised mainly of theory courses one semester and practical application courses the next semester; the instructional day may change commensurately.

LENGTH OF PROGRAMS

The programs contained in this catalog are designed to be completed in a certain number of semesters, from one to four. Some individuals will find that following the course syllabus, as shown in this catalog, will be too demanding. We encourage individuals to look into the possibility of taking fewer hours and extending the length of their program. For more information, contact the Admissions or Counseling Offices.

ATTENDANCE

Attendance affects the quality of student performance. Students are expected to attend all sessions of courses in which they are enrolled. Absences are neither excused or unexcused. Attendance may be considered in determining a student's grade. Guidelines used to determine the extent attendance affects grades will be stated at the beginning of each course orally and in writing and are at the discretion of the instructor. Students are responsible for making up work missed because of absences. Instructors are not expected to expend additional time and effort repeating classroom, shop, lab, or clinical instruction because of student absence.

GRADING

The grading system includes the following options.

- A - Superior performance as it relates to achievement;**
4 grade points per credit
- B - High degree of performance as it relates to achievement;**
3 grade points per credit
- C - Adequate performance as it relates to achievement;**
2 grade points per credit
- D - Minimum performance as it relates to achievement;**
1 grade point per credit
- F - Achievement does not merit awarding credit;**
0 grade points per credit

- X** - **Denotes failure to complete course work** because of excessive absenteeism or failure to withdraw properly; 0 points per credit
- I** - **Incomplete.** Given if course work is nearly, but not quite complete for an acceptable reason; no grade point value
- L** - **Listener.** Awarded to those individuals who declare to the instructor by the fifth instructional day they are auditing the course; no grade point value
- P** - **Pass.** Only awarded in Internship, Independent Study, and Clinical Experience courses; no grade point value
- NP** - **No Pass.** Only awarded in Internship, Independent Study, and Clinical Experience courses; no grade point value
- CH** - **Credit Challenged.** Testing indicates content accomplished; no grade point value
- T** - **Credit Transferred.** Course work transferred from another postsecondary education institution; no grade point value
- W** - **Withdrawal.** Student initiated withdrawal; no grade point value

Faculty will assign and report all grades at each semester's end. All students will be graded each semester in attendance for all courses in which they are enrolled. Grades are posted on a student's transcript for each semester in attendance. Copies of transcripts may be obtained from the Registrar's Office. Transcripts are not released to students owing debts to Missoula Vocational Technical Center.

Students may leave addressed, stamped envelopes with the Registrar's secretary if they want their end-of-semester grades mailed to them, or they may pick up copies of their grades in the Registrar's Office.

GRADE POINT AVERAGE

A student's level of academic performance is determined through the calculation of a grade-point average (GPA). The total number of grade points is divided by the total number of credits that have a grade point value. Only "A", "B", "C", "D", "F", and "X" grades will be used when computing grade point averages. Grade points are not awarded for grades "I", "P", "NP", "CH", "L", "T", and "W". These grades more appropriately reflect a status of credits and are not in a true sense grades.

INCOMPLETE

"Incomplete" is given at the discretion of the instructor and only when the student has done satisfactory work, but could not for some unavoidable reason, complete some part of the course work or take the final examination. If a final grade of "I" is recorded, the instructor shall indicate in writing to the Registrar what the student must do to make up the deficiency. The instructor also shall indicate in the written statement what permanent grade should be entered if the incomplete is not removed by the deadline. The incomplete must be made up the following semester or the next time the course is offered. A student wishing to make up an incomplete must make arrangements with the instructor who assigned the incomplete. The student is not to register for the course; however, if the student has already registered for the course in which the incomplete was received, the student is to drop the course on a Drop/Add form. A student that has made up an incomplete must obtain a Grade Change form from the Registrar's Office and present it to the instructor. The instructor will list the new grade on the Grade Change form, sign it, and return the form to the student. It is the responsibility of the student to return the completed form to the Registrar's Office for processing. Upon receipt, the new grade will be posted on the student's grade transcript.

AUDIT

Students who enroll in courses for no credit are given the status of "Listener", and pay the same fees as students enrolled for credit. Enrollment in a course as a "Listener" will not count toward financial aid requirements.

CHALLENGE

A student wishing to challenge a course must notify the instructor and enroll in the course. A student may challenge a particular course only one time and a failed course may not be challenged. The challenge exam is administered by personnel from the department offering the course. The challenge must be completed prior to the deadline for course drops in the event the challenge is unsuccessful, and the student desires at that point to drop the course. If the challenge is successful, a grade of "CH" will be posted on the student's grade transcript at the semester's end. Internship, clinical experience and some shop courses cannot be challenged. Course work that has been satisfied on the basis of challenge will not count toward financial aid requirements.

TRANSFERRED WORK

Course work at a postsecondary institution that has been identified by the student as possible substitutions for specific Missoula Vocational Technical Center courses will be reviewed by a committee consisting of the Supervisor of Academic Affairs, Admissions Officer, and chairperson of the department that offers the course(s). Any course work taken more than seven years prior to the transfer request will not be considered for transfer credit. Course work taken in which a grade lower than "C" was received will not be considered for transfer credit. A student wishing to request transfer credit must make arrangements to have the postsecondary institution from which the original course credit was received send an official grade transcript and a course description to the Missoula Vocational Technical Center. The student must initiate the transfer request with the Admissions Office by obtaining and completing a course transfer request form. The Admissions Office will inform the student as to action taken on the transfer request. If the student is registered in a course for which transfer has been approved, the student is to drop the course on a Drop/Add form by the drop deadline. If approved, a "T" grade will be posted on the student's grade transcript at the semester's end by the Registrar's Office. Internship, clinical experience and some shop courses will not be considered for transfer credit. Course work that has been satisfied on the basis of transfer will not count toward financial aid requirements.

WITHDRAWAL

A student may initiate an official withdrawal from the institution. Forms are available in the Admissions Office. The student must sign and return the form to the Admissions Office. Withdrawal grades will be recorded for courses in which the student is currently registered. A student wishing to officially withdraw must do so at least 20 class days prior to the end of the semester. If a student stops attending and does not properly withdraw, other grades will be recorded.

COURSE WAIVERS

Consideration of course waivers is done on an individual basis. Waivers will generally be approved only under circumstances in which a student has been unable to schedule a specific course during the student's tenure at MVTC, because of conditions created by Missoula Vocational Technical Center. A course waiver form, available from the Registrar's Office, must be initiated by the student. The Registrar's Office will then submit the form to the Supervisor of Academic Affairs for action. The Supervisor of Academic Affairs will contact the chairperson of the department which offers the program in which the student is enrolled. The Department Chairperson will provide a recommendation as to approval/disapproval. The Supervisor of Academic Affairs will decide whether or not to approve the course waiver. The Registrar's Office will inform the student as to action taken on the course waiver request.

OUT-DATED COURSE WORK

Courses completed at Missoula Vocational Technical Center will not satisfy program completion requirements if they have been taken more than seven years prior to program completion. In addition, such course work will have no adverse impact on the receipt of financial aid.

ACADEMIC PROGRESS

It is the belief of Missoula Vocational Technical Center personnel that each student is unique and learns at an individual pace; however, guidelines are necessary to ensure that students progress at a reasonable rate of speed and at a reasonable level of achievement.

All programs at Missoula Vocational Technical Center have specific course requirements to be completed for graduation. These courses are to be completed in a defined sequence; however, if Missoula Vocational Technical Center enrolls new students in a particular program more than one time during the same academic year, the sequence

of course requirements may vary from group to group. If the defined sequence is not followed, students may find it necessary to attend longer because of limited course availability.

Each program is a certain number of semesters in length. Students should complete the program in the number of semesters listed; however, for a variety of reasons, some students may not keep to the time schedule. To ensure students progress at a reasonable rate of speed and at a reasonable level of achievement, academic progress standards are hereby defined.

Students enrolled in Practical Nursing, Respiratory Therapy Technology, or Surgical Technology must pass all in-area courses with a minimum grade of "C" for matriculation and graduation. In addition, Practical Nursing and Surgical Technology students must complete CPR training prior to entering the clinical portion of their training.

The first semester any student does not receive a 2.00 grade point average, a warning that progress has been less than satisfactory will be issued. Corrective steps include, but are not limited to, counseling, advising a reduction in credit load, enrolling in a prevocational course, tutoring, or possibly a change in program.

Students receiving less than a 2.00 grade point average for the second consecutive semester will be placed on probation. Students on probation should seek assistance from the counseling staff in developing a plan of action aimed at improving progress. A student must complete a minimum of 12 credits at a grade point average at or above 2.00 in order to be removed from probation.

Students receiving less than a 2.00 grade point average for the third consecutive semester will be suspended for a semester, before being readmitted. The reentry semester will be a probationary period during which a 2.00 minimum grade point average must be earned.

Students failing to meet these standards will be subject again to suspension. Readmission must be initiated by the Supervisor of Student and Public Affairs. Any future enrollment will be on a probationary status.

Should a student believe suspension from school was without cause or in a capricious manner, the student may file a grievance with the Supervisor of Student and Public Affairs. The grievance procedure as outlined in the "Student Bill of Rights, Responsibilities and Conduct" section of this catalog shall be followed.

TITLE IV RECIPIENTS (FEDERAL FINANCIAL AID)

The above academic progress standards must be adhered to by all Missoula Vocational Technical Center students. Students receiving financial aid under a "Title IV" Program must adhere to additional academic progress standards.

Students receiving aid under a "Title IV" Program such as PELL Grant, Supplemental Grant, College Work Study, Guaranteed Student Loan, etc., become ineligible for such aid if they are on academic probation at Missoula Vocational Technical Center. To become eligible again for financial aid after losing such aid for the semester of probation, a student must have been enrolled on at least a half-time basis and have earned a 2.00 minimum grade point average for the semester of probation.

Title IV recipients must complete certificate requirements within a specific amount of time if they are to remain eligible. This amount of time is double the program length as stated in the catalog. For example, the Medical Reception program is listed as being two semesters in length; therefore, Title IV aid recipients will have four semesters to complete this program. Consecutive semester attendance is not mandatory and in many cases not possible, i.e., summer session for most programs.

Title IV aid recipients will undergo academic progress evaluations at the end of every two academic semesters in attendance. They shall have completed the minimum course work to remain eligible to receive Title IV financial aid. The minimum course work is defined as the percentage of course work represented by the number of increments (two semesters = one increment) completed compared to the program's normal completion time frame set by Missoula Vocational Technical Center. For example, the normal program completion time frame for Medical Receptionist is two semesters. Title IV recipients must successfully complete one-half of the course work required for the Medical Receptionist certificate by the end of the second semester.

If a Title IV student enrolls and then officially withdraws, that semester will not count as part of the maximum time allowance for program completion.

Title IV recipients must be registered for a minimum of 12 credits to receive the maximum amount provided by the PELL Grant. If Title IV recipients are registered for 9-11 credits they are eligible to receive three-fourths of a full PELL Grant, and if they are registered for 6-8 credits they are eligible to receive one-half of a full PELL Grant.

It is the policy of Missoula Vocational Technical Center to fund students only once for each course attempted.

Enrollment in a course as a "listener" will not count toward requirements for receipt of financial aid. In addition, courses successfully "transferred" or "challenged" will not count toward requirements for receipt of federal and state financial aid.

Students withdrawing prior to the end of a semester will repay on a prorated basis funds received under Title IV assistance programs. The amount of repayment will be based upon the number of days remaining in the semester for which the student was funded.

DROP/ADD

Students may drop courses during the first 25 days of the course if the course is a full-semester course, or the first 15 days of the course if the course is a half-semester course. Drop/Add is permissible up to mid-semester for the purpose of changing sections of the same course. Drop/Add may be permitted after the deadline date in cases of extreme need and must be initiated through the Registrar's Office. Courses being dropped or added must be approved by the Registrar's Office. Drop/Add forms are available from the Registrar's Office. Incomplete and/or incorrect Drop/Add will not be processed.

COURSE REPEAT

Courses may be repeated to increase one's knowledge and/or grade point average. The grade and grade point value for the repeat course will replace the earlier grade and grade point value. The grade and accompanying information for a repeat course will be posted on the student's grade transcript for the semester during which the repeat course was completed. Record of the earlier attempt will be deleted from the transcript.

Course repeats will not affect academic progress as it relates to recipients of federal and state financial aid.

Students wishing to repeat courses must receive prior approval from the Registrar. A Course Repeat form, available in the Registrar's Office, must be completed by students wishing to repeat courses. If the Course Repeat form is not properly completed and submitted, the grades and accompanying information for both course attempts will be posted on the students' grade transcript.

PROGRAM TRANSFERS

It is the policy of Missoula Vocational Technical Center to allow students to transfer from one program to another. Currently enrolled students wishing to transfer from one program to another must complete new a MVTC application specifying program choice.

COMPLETION REQUIREMENTS

All students enrolling at MVTC have specific course requirements to complete for graduation. The courses listed in the current catalog at the time of enrollment are those which students must complete. If students transfer to other programs, the course requirements for those programs listed in the current catalog at the time of transfer must be completed. If a student discontinues attendance, other than the normal summer session break for specified programs, the course requirements listed in the current catalog at the time of the student's return must be completed.

On occasion, current program course requirements will be modified. When this occurs, students may complete either the old program requirements or the new program requirements. In the event previously required courses are no longer offered, students may substitute similar courses or request course waivers, whichever is deemed most appropriate by the Registrar.

CERTIFICATE OF COMPLETION

In order to receive a Certificate of Completion, a student must have passed all required courses and have an overall grade point average of 2.00 in all course work. Students fulfilling completion requirements for programs must submit an Application for Certificate during their last semester of enrollment. This form is available from the Registrar's Office. Students neglecting to submit this application to the Registrar's Office will not receive certificates. There is a fee of \$5 assessed each student who applies for a Certificate of Completion.

Students must take a minimum of 16 semester hours at MVTC in order to meet graduation requirements for two-year certificate programs.

GRADUATION

A formal graduation exercise is held at the end of spring semester of each year to recognize and honor those students who have completed program requirements the previous summer session or fall semester, and those who expect to complete program requirements at the end of spring semester. Those students wishing to participate in the graduation ceremony should contact the Registrar's Office spring semester.

TRANSCRIPTS

The Admissions and Registrar's Office keeps complete academic records on each student. Copies of the official academic transcript are available upon request by the student. This request must be in written form and include the

signature of the student. The first copy requested is free of charge, each additional copy will cost \$2. When requesting copies of the transcript, please make checks payable to MVTC.

When copies of the transcript are for intraschool use, such as applying for a scholarship, no fee will be levied.

STUDENT INFORMATION CHANGE

A change in any information listed below will necessitate the use of a change form by the student involved:

- | | | | |
|------------|------------|---------|-----------------|
| 1. Address | 2. Program | 3. Name | 4. Phone Number |
|------------|------------|---------|-----------------|

Change forms are available in the Admissions Office and should be returned to the same office by the student.

ALLIED HEALTH PROFESSIONAL EXAMINATION REQUIREMENTS

Upon completion of either the Practical Nursing, Surgical Technology, or Respiratory Therapy Technology program, students are expected to write professional examinations. Students are responsible for filing required forms, associated fees, and grade transcripts. General requirements for examination applicants are listed below.*

Practical Nursing Examination Applicants must:

1. Be a minimum of 18 years of age.
2. Be graduates of approved/accredited schools.
3. Submit applications for licensure to the Board of Nursing for the state in which they wish to be licensed.
4. Submit applications for examination to the National Council Licensing Examination for Nursing (NCLEX).
5. Request the MVTC Registrar's Office to send a grade transcript showing graduation date to the appropriate board of nursing.
6. Write the examination (the testing center for Montana is Helena. Examinations are currently written in April and October).

Respiratory Therapy Technology Examination Applicants must:

1. Be a minimum of 18 years of age.
2. Be graduates of approved/accredited schools.
3. Submit examination applications to the National Board of Respiratory Care (NBRC).
4. Write the examination (testing sites are located in Bozeman and Spokane. Examinations are currently written in March, July, and November).

Surgical Technology Examination Applicants must:

1. Submit examination applications to the National Association of Surgical Technologist, Inc.
2. Write the examination (the testing center for Montana is Butte. Examinations are currently written in September).

More information can be obtained by contacting the Allied Health Department Chairperson.

*All allied health students must, in order to receive a "Certificate of Completion", submit an "Application for Completion" to the MVTC Admissions Office.

PROGRAM OFFERINGS

SUBJECT MATTER CLASSIFICATION AND COURSE NUMBERS

ACC Accounting
BUS Business
COM Communications
CRT Computer Technology
CUL Commercial Food Preparation
EET Electronics
GEN General Education
HEM Heavy Equipment Mechanics
LEG Legal
MAT Mathematics

NUR Nursing
OPE Heavy Equipment Operations
PSY Psychology
RES Respiratory Therapy
SCI Science
SEC Secretarial
SET Small Engine Technology
SUR Surgical Technology
TRK Truck Operation
WEL Welding Technology

Courses are generally classified according to their numbers as follows:

- 1-99 Courses designed to provide the student with improved academic and/or personal skills. These courses do not count toward graduation.
- 100-199 Courses that are generally considered appropriate for first year postsecondary study.
- 200-299 Courses that are generally considered appropriate for second year postsecondary study.

GENERAL AND RELATED EDUCATION REQUIREMENTS

It is the goal of Missoula Vocational Technical Center to provide its students with the vocational skills needed to obtain employment, to provide them with insights and abilities which will enhance their personal and work lives, and to contribute to their professional success. To accomplish these goals students are required to satisfy the following general and related education requirements prior to graduation:

1. Mathematics: Completion of one of the following primary courses — MAT 101, 107, 120, 122, or 153. Specific programs may require additional courses or may have math skills imbedded within the curriculum.
2. Communication/Human Relations: Completion of PSY 100 or 110, and one COM course as required by the specific program. Some programs have these skills imbedded within other courses which will satisfy this requirement.

MARGARET BAUER, CORVALLIS



ACCOUNTING

OCCUPATIONAL DESCRIPTION: Accounting assistants maintain the financial records of an establishment. They verify source documents; journalize transactions; post to ledgers; complete trial balances, worksheets, and financial statements; and close books. They are involved with payroll, control accounting, decision making, and statement analysis. They use the computer for inputting data to create accounting records and statements. They follow generally accepted accounting principles and apply them to sole proprietorships, partnerships, and corporations.

HELPFUL HIGH SCHOOL COURSES: Bookkeeping, business math, keyboarding, communications, computers.

RECOMMENDED PERSONAL TRAITS: Interest in working with numbers, ability to be precise, preference for office work, ability to concentrate, interest in detail work.

LENGTH OF PROGRAM — 3 SEMESTERS

FALL AND SPRING ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

SUGGESTED PREREQUISITE: Letter grade or challenge grade for SEC 107 Keyboarding; or one year high school typing or keyboarding; or one postsecondary typing or keyboarding course.

FALL ENTRY

| COURSE | | HOURS | CREDIT |
|---------------|-----------------------------|-------|--------|
| FALL SEMESTER | | | |
| ACC 132 | Accounting I | 80 | 4 |
| COM 111 | Business Communications | 64 | 3 |
| MAT 101 | Math Fundamentals | 32 | 1 |
| PSY 110 | Psychology of the Workplace | 48 | 3 |
| SEC 106 | Business Records Control | 32 | 1 |
| SEC 108 | Keyboarding Applications | 64 | 2 |
| | | 320 | 14 |

SPRING SEMESTER

| | | | |
|---------|----------------------------|-----|----|
| ACC 133 | Accounting II | 80 | 4 |
| BUS 135 | Business Law | 32 | 2 |
| CRT 114 | Word Processing | 48 | 2 |
| CRT 190 | Beginning Lotus 1-2-3 | 80 | 3 |
| MAT 102 | Business Math Applications | 48 | 2 |
| SEC 175 | Office Procedures | 48 | 3 |
| | | 336 | 16 |

FALL SEMESTER

| | | | |
|---------|-------------------------------|-----|----|
| ACC 134 | Accounting III | 80 | 4 |
| ACC 230 | Computer Accounting Systems | 64 | 3 |
| ACC 235 | Cost Accounting | 48 | 3 |
| BUS 103 | Principles of Business | 48 | 3 |
| CRT 102 | Principles of Data Processing | 48 | 3 |
| SEC 176 | Model Office | 64 | 2 |
| | | 352 | 18 |

SPRING ENTRY

| COURSE | | HOURS | CREDIT |
|-----------------|-----------------------------|-------|--------|
| SPRING SEMESTER | | | |
| ACC 132 | Accounting I | 80 | 4 |
| COM 111 | Business Communications | 64 | 3 |
| MAT 101 | Math Fundamentals | 32 | 1 |
| PSY 110 | Psychology of the Workplace | 48 | 3 |
| SEC 106 | Business Records Control | 32 | 1 |
| SEC 108 | Keyboarding Applications | 64 | 2 |
| | | 320 | 14 |

FALL SEMESTER

| | | | |
|---------|----------------------------|-----|----|
| ACC 133 | Accounting II | 80 | 4 |
| BUS 103 | Principles of Business | 48 | 3 |
| CRT 114 | Word Processing | 48 | 2 |
| CRT 190 | Beginning Lotus 1-2-3 | 80 | 3 |
| MAT 102 | Business Math Applications | 48 | 2 |
| SEC 175 | Office Procedures | 48 | 3 |
| | | 352 | 17 |

SPRING SEMESTER

| | | | |
|---------|-------------------------------|-----|----|
| ACC 134 | Accounting III | 80 | 4 |
| ACC 230 | Computer Accounting Systems | 64 | 3 |
| ACC 235 | Cost Accounting | 48 | 3 |
| BUS 135 | Business Law | 32 | 2 |
| CRT 102 | Principles of Data Processing | 48 | 3 |
| SEC 176 | Model Office | 64 | 2 |
| | | 336 | 17 |

Left to Right
GREGG THOMAS, MISSOULA
MARY LYSONS, MISSOULA
JON WINTERS, MISSOULA



COMMERCIAL FOOD PREPARATION

OCCUPATIONAL DESCRIPTION: A cook is one who has a good understanding of food theory and preparation. A cook is knowledgeable of all basic cooking methods and preparations, as well as good sanitation and utilization of equipment. This person will store, cook, and present a variety of foods from all stations of the kitchen.

HELPFUL HIGH SCHOOL COURSES: Cooking, communications, business math, home economics.

RECOMMENDED PERSONAL TRAITS: Good sense of taste and smell, ability to work under pressure, good eye-hand coordination, ability to stand for long periods, interest in working with others, ability to follow written instructions.

LENGTH OF PROGRAM — 2 SEMESTERS

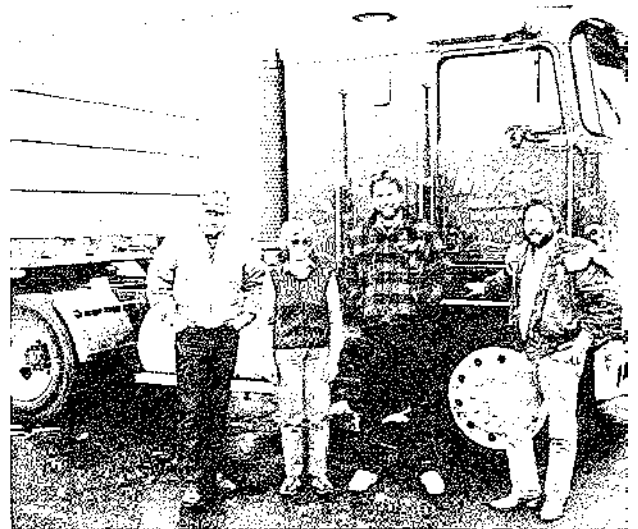
SUMMER ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

Commercial Food Preparation students will attend classes summer session, 1989 (8 weeks), fall semester, 1989 (16 weeks), and one-half (8 weeks) of spring semester, 1990.

| COURSE | | HOURS | CREDIT |
|-----------------|--|-------|--------|
| SUMMER SESSION | | | |
| CUL | 151 Introduction to Foods | 120 | 7 |
| CUL | 152 Food Production and Demonstration | 80 | 2 |
| CUL | 170 Meat Fabrication | 16 | 1 |
| MAT | 153 Food Production Math | 48 | 3 |
| | | 264 | 13 |
| FALL SEMESTER | | | |
| PSY | 110 Psychology of the Workplace (Student will be assigned to four of the following courses.) | 48 | 3 |
| CUL | 156 Dining Room Procedures | 120 | 3 |
| CUL | 157 Pantry and Garde Manger | 120 | 3 |
| CUL | 158 Short Order Cookery | 120 | 3 |
| CUL | 160 Soups, Stocks, and Sauces | 120 | 3 |
| CUL | 161 Meats and Vegetables | 120 | 3 |
| CUL | 162 Storeroom Procedures | 120 | 3 |
| | | 528 | 15 |
| SPRING SEMESTER | | | |
| | (Student will be assigned to two of the following courses.) | | |
| CUL | 156 Dining Room Procedures | 120 | 3 |
| CUL | 157 Pantry and Garde Manger | 120 | 3 |
| CUL | 158 Short Order Cookery | 120 | 3 |
| CUL | 160 Soups, Stocks, and Sauces | 120 | 3 |
| CUL | 161 Meats and Vegetables | 120 | 3 |
| CUL | 162 Storeroom Procedures | 120 | 3 |
| | | 240 | 6 |

Left to Right

KEVIN ALLEN, DEER LODGE
MARILYN JONES, STEVENSVILLE
JIM SPENCER, MISSOULA
JAY RONDONE, MISSOULA



COMMERCIAL TRUCK OPERATION

OCCUPATIONAL DESCRIPTION: To deliver many different products, the long-haul truck operator drives the truck to various destinations applying knowledge of commercial driving regulations and operational skills in maneuvering a large vehicle in difficult situations. The driver must inspect the vehicle for safety defects, maintain a daily hours-of-service log, know and obey Interstate Commerce Commission regulations, and practice good customer relations skills. The driver must be able to deal with extended periods away from home.

HELPFUL HIGH SCHOOL COURSES: Communications, business math, auto mechanics.

RECOMMENDED PERSONAL TRAITS: Dependability, good eye-hand coordination, interest in skilled physical work, ability to follow verbal and written instructions. Ability to work efficiently without direct supervision.

ENTRANCE REQUIREMENTS: An applicant must be 23 years of age upon completion of the program, pass an ICC physical, provide proof of a satisfactory lower back (lumbar) x-ray, and have no DUI on driving record for the past five years and no more than two speed violations for the past year.

LENGTH OF PROGRAM — 1 SEMESTER

ENTRY DATES: June 23, August 16, and October 20, 1989; January 12, and March 23, 1990.

| COURSE | | HOURS | CREDIT |
|---------------|---|--------------|---------------|
| MAT | 101 Math Fundamentals | 32 | 1 |
| PSY | 110 Psychology of the Workplace | 48 | 3 |
| TRK | 101 Introduction to the Trucking Industry | 40 | 1 |
| TRK | 102 Vehicle Operations I | 80 | 2 |
| TRK | 103 Vehicle Mechanical Operation | 20 | 1 |
| TRK | 104 Vehicle Maintenance | 40 | 1 |
| TRK | 105 Laws, Regulations, and Safety | 40 | 1 |
| TRK | 106 Vehicle Operations II | 160 | 4 |
| TRK | 107 Vehicle Operations III | 160 | 4 |
| | | 620 | 18 |

SHELLY WENDT, MISSOULA



COMPUTER PROGRAMMING

OCCUPATIONAL DESCRIPTION: Programmers analyze business problems and needs; prepare flowcharts for solutions to problems; write detailed instructions called "programs" in specific computer languages; create test data for "debugging" programs; and work with users in implementing procedures for successful program execution and maintenance.

HELPFUL HIGH SCHOOL COURSES: Business, communications, keyboarding, accounting, business math, computers.

RECOMMENDED PERSONAL TRAITS: Logical, interest in problem solving, preference for office work, ability as a self-starter.

LENGTH OF PROGRAM — 4 SEMESTERS

FALL AND SPRING ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

SUGGESTED PREREQUISITE: Letter grade or challenge grade for SEC 107 Keyboarding; or one year of high school typing or keyboarding; or one postsecondary typing or keyboarding course.

FALL ENTRY

| COURSE | | HOURS | CREDIT |
|----------------------------|--|-------|--------|
| FALL SEMESTER — FIRST YEAR | | | |
| ACC 132 | Accounting I | 80 | 4 |
| COM 210 | English Composition and Communications | 48 | 3 |
| CRT 102 | Principles of Data Processing | 48 | 3 |
| CRT 105 | Data Processing Math | 48 | 3 |
| CRT 121 | BASIC | 96 | 4 |
| MAT 101 | Math Fundamentals | 32 | 1 |

352 18

SPRING SEMESTER — FIRST YEAR

| | | | |
|---------|----------------------------|----|---|
| ACC 133 | Accounting II | 80 | 4 |
| CRT 125 | RPG II | 96 | 4 |
| CRT 142 | Computer Operations | 96 | 4 |
| CRT 190 | Beginning Lotus 1-2-3 | 80 | 3 |
| MAT 102 | Business Math Applications | 48 | 2 |

400 17

FALL SEMESTER — SECOND YEAR

| | | | |
|---------|-----------------------------|----|---|
| BUS 103 | Principles of Business | 48 | 3 |
| CRT 109 | Software Applications | 48 | 2 |
| CRT 113 | Data Communications | 32 | 2 |
| CRT 123 | COBOL | 96 | 4 |
| CRT 226 | Advanced RPG II | 96 | 4 |
| PSY 110 | Psychology of the Workplace | 48 | 3 |

368 18

SPRING SEMESTER — SECOND YEAR

| | | | |
|---------|------------------------------------|----|---|
| CRT 188 | Microcomputer Database Programming | 48 | 2 |
| CRT 224 | Advanced COBOL | 96 | 4 |
| CRT 228 | Systems Analysis | 96 | 4 |
| CRT 293 | Database | 96 | 4 |
| CRT 295 | C Language | 48 | 2 |

384 16

SPRING ENTRY

| COURSE | | HOURS | CREDIT |
|------------------------------|--|-------|--------|
| SPRING SEMESTER — FIRST YEAR | | | |
| ACC 132 | Accounting I | 80 | 4 |
| COM 210 | English Composition and Communications | 48 | 3 |
| CRT 102 | Principles of Data Processing | 48 | 3 |
| CRT 105 | Data Processing Math | 48 | 3 |
| CRT 121 | BASIC | 96 | 4 |
| MAT 101 | Math Fundamentals | 32 | 1 |

352 18

FALL SEMESTER — FIRST YEAR

| | | | |
|---------|-----------------------------|----|---|
| ACC 133 | Accounting II | 80 | 4 |
| CRT 123 | COBOL | 96 | 4 |
| CRT 142 | Computer Operations | 96 | 4 |
| CRT 190 | Beginning Lotus 1-2-3 | 80 | 3 |
| PSY 110 | Psychology of the Workplace | 48 | 3 |

400 18

SPRING SEMESTER — SECOND YEAR

| | | | |
|---------|----------------------------|----|---|
| CRT 125 | RPG II | 96 | 4 |
| CRT 224 | Advanced COBOL | 96 | 4 |
| CRT 228 | Systems Analysis | 96 | 4 |
| CRT 293 | Database | 96 | 4 |
| MAT 102 | Business Math Applications | 48 | 2 |

432 18

FALL SEMESTER — SECOND YEAR

| | | | |
|---------|------------------------------------|----|---|
| BUS 103 | Principles of Business | 48 | 3 |
| CRT 109 | Software Applications | 48 | 2 |
| CRT 113 | Data Communications | 32 | 2 |
| CRT 188 | Microcomputer Database Programming | 48 | 2 |
| CRT 226 | Advanced RPG II | 96 | 4 |
| CRT 295 | C Language | 48 | 2 |

320 15

JOHN WHALEN, FLORENCE



DATA ENTRY AND COMPUTER OPERATION

OCCUPATIONAL DESCRIPTION: Data entry and computer operators use electronic data entry equipment to key data from source documents into code that can be interpreted by the computer. They control and monitor the computer system by using input/output devices, running jobs, backing up files and generally overseeing the entire system.

HELPFUL HIGH SCHOOL COURSES: Business, communications, keyboarding, accounting, business math, computers.

RECOMMENDED PERSONAL TRAITS: Logical, interest in problem solving, preference for office work, ability as a self-starter.

LENGTH OF PROGRAM — 3 SEMESTERS

FALL AND SPRING (If courses are not completed in the sequence specified, graduation may be delayed.)

SUGGESTED PREREQUISITE: Letter grade or challenge grade for SEC 107 Keyboarding; or one year high school typing or keyboarding; or one postsecondary typing or keyboarding course.

| COURSE | | HOURS | CREDIT |
|------------------------|--|--------------|---------------|
| FIRST SEMESTER | | | |
| CRT | 102 Principles of Data Processing | 48 | 3 |
| CRT | 105 Data Processing Math | 48 | 3 |
| CRT | 110 Data Entry I | 96 | 3 |
| MAT | 101 Math Fundamentals | 32 | 1 |
| MAT | 102 Business Math Applications | 48 | 2 |
| SEC | 108 Keyboarding Applications | 64 | 2 |
| | | 336 | 14 |
| SECOND SEMESTER | | | |
| CRT | 111 Data Entry II | 64 | 2 |
| CRT | 113 Data Communications | 32 | 2 |
| CRT | 121 BASIC | 96 | 4 |
| CRT | 142 Computer Operations | 96 | 4 |
| COM | 210 English Composition and Communications | 48 | 3 |
| PSY | 110 Psychology of the Workplace | 48 | 3 |
| | | 384 | 18 |
| THIRD SEMESTER | | | |
| ACC | 132 Accounting I | 80 | 4 |
| BUS | 103 Principles of Business | 48 | 3 |
| CRT | 109 Beginning Lotus 1-2-3 | 80 | 3 |
| CRT | 114 Word Processing | 48 | 2 |
| CRT | 292 Data Processing Internship | 96 | 2 |
| SEC | 106 Business Records Control | 32 | 1 |
| | | 384 | 15 |

KELLY TOLLE, POTOMAC



ELECTRONICS TECHNOLOGY

OCCUPATIONAL DESCRIPTION: Electronics technicians enter many industries where electronics is used to measure, record, and control various industrial processes. Electronics technicians assemble, install, operate, test, and repair electronic equipment and systems used in manufacturing, power generation, oil exploration, and environmental control. Emphasis is placed on theory, use and servicing of test equipment, industrial instruments, digital circuits, operational amplifiers, pneumatic and electronic controls, basic computer programming, and the use of microcomputers in industrial process control.

HELPFUL HIGH SCHOOL COURSES: Chemistry, algebra, trigonometry, physics, communications, computers.

RECOMMENDED PERSONAL TRAITS: Like to work with others, interest in problem solving, good manual dexterity.

LENGTH OF PROGRAM—4 SEMESTERS

FALL ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

| COURSE | | | HOURS | CREDIT | | | | | |
|------------------------------|-----|---------------------------------------|-------|--------|-------------------------------|-----|---------------------------|-----|----|
| FALL SEMESTER — FIRST YEAR | | | | | FALL SEMESTER — SECOND YEAR | | | | |
| EET | 101 | Direct and Alternating Current Theory | 184 | 6 | COM | 205 | Technical Writing | 48 | 3 |
| EET | 125 | Microcomputer Programming | 96 | 4 | EET | 227 | Computer Fundamentals | 144 | 4 |
| MAT | 107 | Electronics Math I | 144 | 4 | EET | 234 | Automatic Controls | 64 | 4 |
| SCI | 120 | Technical Physics I | 64 | 4 | EET | 260 | Data Communications | 184 | 6 |
| | | | 488 | 18 | | | | 440 | 17 |
| SPRING SEMESTER — FIRST YEAR | | | | | SPRING SEMESTER — SECOND YEAR | | | | |
| EET | 103 | Semiconductor Circuits | 184 | 5 | EET | 228 | Instrumentation | 184 | 6 |
| EET | 105 | Operating Systems | 48 | 2 | EET | 232 | Microprocessors | 144 | 4 |
| MAT | 108 | Electronics Math II | 144 | 4 | EET | 240 | Robotics | 48 | 3 |
| PSY | 110 | Psychology of the Workplace | 48 | 3 | EET | 270 | Electronic Communications | 48 | 3 |
| SCI | 121 | Technical Physics II | 64 | 4 | | | | 424 | 16 |
| | | | 488 | 18 | | | | | |

First Row Left to Right

BILLYJO PEARSON, STEVENSVILLE
VICTORIA DAY, LIBBY
DEANNE SCHOENING, STEVENSVILLE

Second Row Left to Right

DARLA LORENZO, ANACONDA
AMY STAUDUHAR, MISSOULA
CINDY NESS, TWIN BRIDGES
ROCHELLE GIBSON, MISSOULA
MELISSA BARTZER, MISSOULA
TRACI HANSON, LOLO

Third Row Left to Right

DENISE CHRISTENSEN, LOLO
JAMES MEDICINE, STEVENSVILLE



FASHION MERCHANDISING

OCCUPATIONAL DESCRIPTION: Individuals employed in fashion merchandising sell clothing and related accessories in department stores, specialty shops, and boutiques. In addition, they may be responsible for arranging window and interior displays, ordering staple merchandise, invoicing and marking new merchandise, marking down sale merchandise, stocking, cashiering, customer service, and general housekeeping. If one is in a managerial position, duties may also include preparing promotional releases for the local media; buying media time and space; coordinating fashion shows; hiring, evaluating, and training salespeople; bookkeeping; buying or ordering fashion merchandise; inventory management; preparing work schedules; and employee and customer relations.

HELPFUL HIGH SCHOOL COURSES: Business math, communications, bookkeeping, keyboarding, business, art.

RECOMMENDED PERSONAL TRAITS: Interest in working with people, leadership ability, creativity, ability to easily relate with others, interest in selling.

LENGTH OF PROGRAM—2 SEMESTERS

FALL AND SPRING ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

FALL ENTRY

| COURSE | HOURS | CREDIT |
|-----------------------------------|-------|--------|
| FALL SEMESTER | | |
| ACC 132 Accounting I | 80 | 4 |
| BUS 105 Introduction to Fashion | 64 | 3 |
| BUS 111 Fashion Salesmanship | 48 | 2 |
| BUS 124 Advertising and Promotion | 48 | 2 |
| BUS 125 Principles of Marketing | 48 | 3 |
| BUS 179 Textiles | 64 | 3 |
| MAT 101 Math Fundamentals | 32 | 1 |
| | 384 | 18 |

SPRING SEMESTER

| | | |
|--|-----|----|
| BUS 109 Visual Merchandising and Display | 64 | 3 |
| BUS 113 Psychology of Selling | 48 | 3 |
| BUS 143 Principles of Management | 48 | 3 |
| BUS 181 Line, Color, and Design | 64 | 3 |
| COM 111 Business Communications | 64 | 3 |
| MAT 133 Merchandising Math | 48 | 2 |
| | 336 | 17 |

SPRING ENTRY

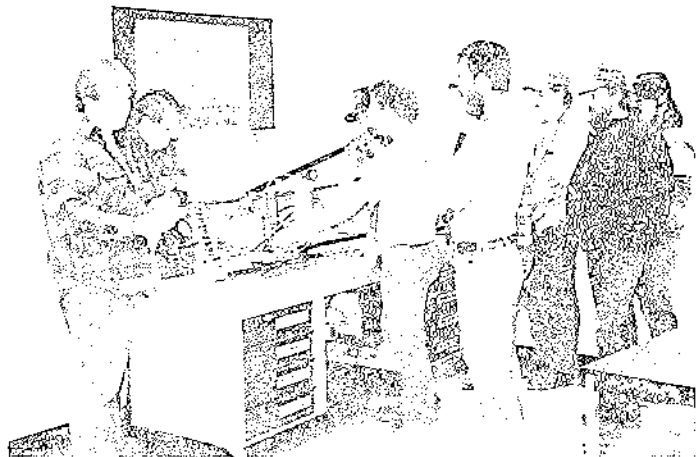
| COURSE | HOURS | CREDIT |
|--|-------|--------|
| SPRING SEMESTER | | |
| BUS 109 Visual Merchandising and Display | 64 | 3 |
| BUS 113 Psychology of Selling | 48 | 3 |
| BUS 143 Principles of Management | 48 | 3 |
| BUS 181 Line, Color, and Design | 64 | 3 |
| COM 111 Business Communications | 64 | 3 |
| MAT 133 Merchandising Math | 48 | 2 |
| | 336 | 17 |

FALL SEMESTER

| | | |
|-----------------------------------|-----|----|
| ACC 132 Accounting I | 80 | 4 |
| BUS 105 Introduction to Fashion | 64 | 3 |
| BUS 111 Fashion Salesmanship | 48 | 2 |
| BUS 124 Advertising and Promotion | 48 | 2 |
| BUS 125 Principles of Marketing | 48 | 3 |
| BUS 179 Textiles | 64 | 3 |
| MAT 101 Math Fundamentals | 32 | 1 |
| | 384 | 18 |

Left to Right

PAUL WIGLE, MISSOULA
 RODNEY JENNINGS, MISSOULA
 ELLIOTT CARLSON, SUPERIOR
 SCOTT RIGGS, FRENCHTOWN
 BEN LEE, LOLO
 DAVID SOLUM, MISSOULA
 BILL CRANFORD, ENNIS
 TONY BARNES, MISSOULA
 JOHN SHOEN, MISSOULA



HEAVY EQUIPMENT MECHANICS

OCCUPATIONAL DESCRIPTION: Heavy equipment mechanics maintain diesel or gasoline powered heavy construction equipment. They inspect, maintain, and repair engines, transmissions, torque converters, tracks, wheels, brakes, operating controls, hydraulic systems, and electrical circuits. In addition, they make repairs using welding and machining skills.

HELPFUL HIGH SCHOOL COURSES: Auto mechanics, communications, welding, small engine mechanics, machine shop, basic math, electricity.

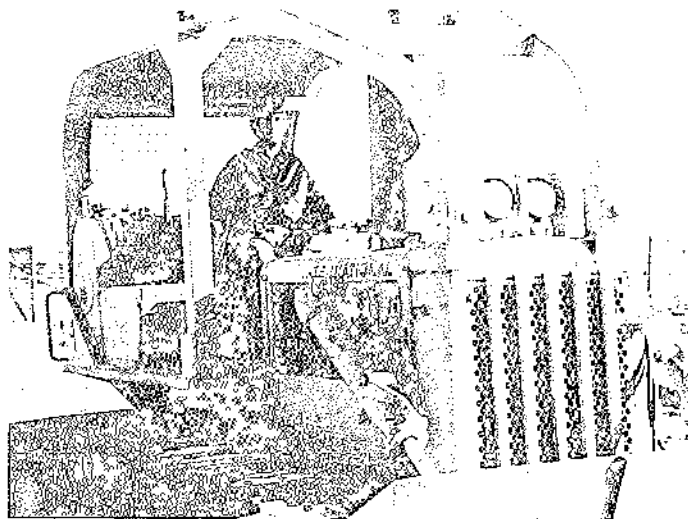
RECOMMENDED PERSONAL TRAITS: Interest in problem solving, good manual dexterity, interest in skilled physical work, ability to follow written instructions.

LENGTH OF PROGRAM—2 SEMESTERS

FALL ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

| COURSE | | | HOURS | CREDIT |
|-----------------|-----|-----------------------------|-------|--------|
| FALL SEMESTER | | | | |
| GEN | 150 | Technical Reading | 32 | 1 |
| HEM | 140 | Engine Service | 240 | 7 |
| HEM | 155 | Welding/Machine Shop | 192 | 5 |
| MAT | 101 | Math Fundamentals | 32 | 1 |
| PSY | 110 | Psychology of the Workplace | 48 | 3 |
| | | | 544 | 17 |
| SPRING SEMESTER | | | | |
| HEM | 103 | Electrical Systems | 128 | 5 |
| HEM | 125 | Hydraulics | 112 | 3 |
| HEM | 142 | Fuel Systems | 136 | 4 |
| HEM | 145 | Power Trains | 184 | 6 |
| | | | 560 | 18 |

ALLAN LABUDA, BIG SANDY



HEAVY EQUIPMENT OPERATION

OCCUPATIONAL DESCRIPTION: Forestry, highway/heavy construction, mining industries, and city, county, and state highway maintenance programs offer an exciting and progressive career for heavy equipment operators. Heavy equipment operators are responsible for the reshaping of the earth and have at their control the largest and most powerful machines in the world. A successful entry into an equipment operations career depends upon a qualified and diverse education in the proper operation, maintenance, and application of crawler-tractors, motor graders, scrapers, front-end loaders, excavators, trucks, and other heavy equipment units. The successful operator also has an understanding of basic surveying techniques and extensive training in safety regulations and procedures.

HELPFUL HIGH SCHOOL COURSES: Communications, geometry, driver's education, earth science, trigonometry, welding.

RECOMMENDED PERSONAL TRAITS: Good eye-hand coordination, interest in outdoor work, preference for skilled physical work, interest in working in various locations.

LENGTH OF PROGRAM—2 SEMESTERS

FALL ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

| COURSE | | | HOURS | CREDIT | | | | |
|---------------|-----|----------------------------------|-------|--------|-----------------|-----|--------------------------------|--------|
| FALL SEMESTER | | | | | SPRING SEMESTER | | | |
| MAT | 120 | Industrial Math | 48 | 2 | OPE | 105 | Applied Surveying | 50 2 |
| OPE | 104 | Basic Surveying | 112 | 5 | OPE | 108 | Job Simulation | 300 7 |
| OPE | 106 | Safety and Basic Controls | 80 | 2 | OPE | 128 | Industry and Special Equipment | 90 4 |
| OPE | 107 | Operational Skill Building | 80 | 2 | OPE | 155 | Machine Shop/Welding | 90 2 |
| OPE | 113 | Service and Maintenance | 56 | 2 | PSY | 110 | Psychology of the Workplace | 48 3 |
| OPE | 117 | Advanced Service and Maintenance | 80 | 2 | | | | 578 18 |
| | | | 456 | 15 | | | | |

MARIANNE GRAVELEY, GRANTS DALE



INFORMATION PROCESSING

OCCUPATIONAL DESCRIPTION: Information processing personnel utilize electronic equipment to generate, edit, print, transmit and store a variety of correspondence, financial tables, reports, data files, and other records; they handle the movement of words, symbols, or numbers from the origination of an idea to its final destination.

HELPFUL HIGH SCHOOL COURSES: Business math, typing, computers, communications, English.

RECOMMENDED PERSONAL TRAITS: Preference for office work, interest in working with data, good eye-hand coordination, good eyesight, interest in working with office equipment.

LENGTH OF PROGRAM - 3 SEMESTERS

FALL AND SPRING ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

SUGGESTED PREREQUISITE: Letter grade or challenge grade for SEC 107 Keyboarding; or one year high school typing or keyboarding; or one postsecondary typing or keyboarding course.

| COURSE | | | HOURS | CREDIT | | | | |
|----------------|-----|-------------------------------|-------|--------|-----------------|-----|-----------------------------|--------|
| FIRST SEMESTER | | | | | SECOND SEMESTER | | | |
| BUS | 103 | Principles of Business | 48 | 3 | ACC | 127 | Secretarial Accounting | 48 3 |
| COM | 111 | Business Communications | 64 | 3 | CRT | 110 | Data Entry I | 96 3 |
| CRT | 102 | Principles of Data Processing | 48 | 3 | PSY | 110 | Psychology of the Workplace | 48 3 |
| MAT | 101 | Math Fundamentals | 32 | 1 | SEC | 114 | Word Processing | 80 4 |
| SEC | 106 | Business Records Control | 32 | 1 | SEC | 120 | Machine Transcription | 48 1 |
| SEC | 108 | Keyboarding Applications | 64 | 2 | SEC | 175 | Office Procedures | 48 3 |
| | | | 288 | 13 | | | | 368 17 |

THIRD SEMESTER

| | | | | |
|-----|-----|--------------------------------|-----|----|
| CRT | 190 | Beginning Lotus 1-2-3 | 80 | 3 |
| CRT | 201 | Database Applications | 48 | 2 |
| MAT | 102 | Business Math Applications | 48 | 2 |
| SEC | 125 | Transcription and Text Editing | 32 | 1 |
| SEC | 140 | Speedwriting | 80 | 5 |
| SEC | 176 | Model Office | 64 | 2 |
| SEC | 223 | Electronic Office Technology | 48 | 2 |
| | | | 400 | 17 |

Left to Right
GREGG THOMAS, MISSOULA
KRIS MORTENSEN, MISSOULA



KITCHEN PRODUCTION MANAGEMENT

OCCUPATIONAL DESCRIPTION: A kitchen production manager's responsibilities are in the areas of purchasing, preparing, and cooking food, along with supervising, planning menus, controlling costs, and participating in managerial decisions.

HELPFUL HIGH SCHOOL COURSES: Cooking, communications, business math, home economics.

RECOMMENDED PERSONAL TRAITS: Good sense of taste and smell, ability to work under pressure, good eye-hand coordination, ability to stand for long periods, interest in working with others, ability to follow written instructions.

LENGTH OF PROGRAM—4 SEMESTERS

FALL ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

Kitchen Production Management students will attend classes fall semester, 1989 (16 weeks), spring semester, 1990 (16 weeks), summer session, 1990 (8 weeks), fall semester, 1990 (16 weeks), and one-half (8 weeks) of spring semester, 1991.

| COURSE | | | HOURS | CREDIT | | | |
|---|-----|-----------------------------------|-------|--------|---|-----|----------------------------------|
| FALL SEMESTER — FIRST YEAR | | | | | SPRING SEMESTER — FIRST YEAR | | |
| CUL | 151 | Introduction to Foods | 120 | 7 | CUL | 170 | Meat Fabrication 16 1 |
| CUL | 152 | Food Production and Demonstration | 80 | 2 | PSY | 110 | Psychology of the Workplace 48 3 |
| MAT | 153 | Food Production Math | 48 | 3 | SEC | 107 | Keyboarding 48 1 |
| (Student will be assigned to two of the following courses.) | | | | | (Student will be assigned to four of the following courses) | | |
| CUL | 156 | Dining Room Procedures | 120 | 3 | CUL | 156 | Dining Room Procedures 120 3 |
| CUL | 157 | Pantry and Garde Manger | 120 | 3 | CUL | 157 | Pantry and Garde Manger 120 3 |
| CUL | 158 | Short Order Cookery | 120 | 3 | CUL | 158 | Short Order Cookery 120 3 |
| CUL | 160 | Soups, Stocks, and Sauces | 120 | 3 | CUL | 160 | Soups, Stocks, and Sauces 120 3 |
| CUL | 161 | Meats and Vegetables | 120 | 3 | CUL | 161 | Meats and Vegetables 120 3 |
| CUL | 162 | Storeroom Procedures | 120 | 3 | CUL | 162 | Storeroom Procedures 120 3 |
| | | | 488 | 18 | | | 592 17 |

SUMMER SESSION

| | | | | |
|-----|-----|-------------------------|-----|---|
| CUL | 164 | Breads and Doughs | 120 | 3 |
| CUL | 166 | Pastries and Desserts | 120 | 3 |
| MAT | 166 | Kitchen Management Math | 48 | 3 |
| | | | 288 | 9 |

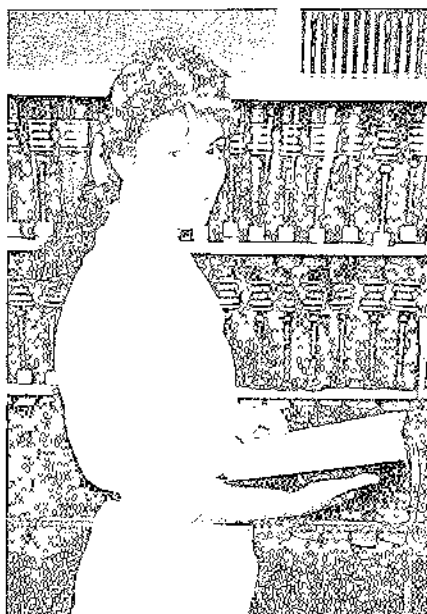
FALL SEMESTER — SECOND YEAR

| | | | | |
|-----|-----|------------------------|-----|----|
| CRT | 190 | Beginning Lotus 1-2-3 | 80 | 3 |
| CUL | 280 | Supervisory Techniques | 208 | 10 |
| CUL | 295 | Nutrition | 48 | 3 |
| | | | 336 | 16 |

SPRING SEMESTER — SECOND YEAR

| | | | | |
|-----|-----|---|-----|----|
| CUL | 270 | Purchasing Procedures and Cost Controls | 80 | 5 |
| CUL | 271 | Menu Layout, Design, and Analysis | 80 | 5 |
| CUL | 272 | Sanitation Management | 33 | 2 |
| | | | 193 | 12 |

ANGIE McCULLOUGH, MISSOULA



LEGAL ASSISTING

OCCUPATIONAL DESCRIPTION: A legal assistant researches law, investigates facts, and prepares documents to assist a lawyer; and researches and analyzes law sources to prepare various legal documents for attorneys. The assistant appraises and inventories real and personal property for estate planning, investigates facts and case law to determine causes of action and prepares cases accordingly, files pleadings, prepares affidavits and maintains file thereof, and delivers or directs delivery of subpoenas. (S)he may direct and coordinate activities of law office employees, prepare office accounts and tax returns, be designated patent clerk, and specialize in a specific area of law.

HELPFUL HIGH SCHOOL COURSES: World history, American history, American government, sociology, English, creative writing, speech.

RECOMMENDED PERSONAL TRAITS: Abilities in working with people; being precise, organized; enjoyment of researching, writing, reading; preference for office work.

LENGTH OF PROGRAM—4 SEMESTERS

FALL ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

SUGGESTED PREREQUISITE: Letter grade or challenge grade for SEC 107 Keyboarding; or one year high school typing or keyboarding; or one postsecondary typing or keyboarding course.

COURSE HOURS CREDIT

FALL SEMESTER — FIRST YEAR

| | | | | |
|-----|-----|--------------------------------|-----|----|
| COM | 145 | Introduction to Writing | 48 | 2 |
| CRT | 114 | Word Processing | 48 | 2 |
| LEG | 179 | Legal Terminology | 48 | 2 |
| LEG | 187 | Introduction to Legal Research | 32 | 1 |
| LEG | 192 | Contracts | 32 | 2 |
| LEG | 194 | Torts | 32 | 2 |
| LEG | 195 | Legal Ethics | 32 | 2 |
| MAT | 101 | Math Fundamentals | 32 | 1 |
| MAT | 102 | Business Math Applications | 48 | 2 |
| | | | 352 | 16 |

SPRING SEMESTER — FIRST YEAR

| | | | | |
|-----|-----|-------------------------------------|-----|----|
| COM | 160 | Speech | 48 | 3 |
| GEN | 146 | American Government & Politics | 48 | 3 |
| LEG | 180 | Legal Office Procedures | 48 | 3 |
| LEG | 197 | Legal Research & Writing I | 32 | 1 |
| LEG | 199 | Investigative Techniques | 64 | 3 |
| LEG | 278 | Real Estate | 24 | 1 |
| PSY | 110 | Psychology of the Workplace | 48 | 3 |
| SEC | 149 | Introduction to Medical Terminology | 24 | 1 |
| | | | 336 | 18 |

FALL SEMESTER — SECOND YEAR

| | | | | |
|-----|-----|------------------------------|-----|----|
| LEG | 190 | Civil Litigation I | 64 | 3 |
| LEG | 270 | Property Transfer Practices | 64 | 3 |
| LEG | 272 | Worker's Compensation | 32 | 2 |
| LEG | 273 | Criminal Procedures | 24 | 1 |
| LEG | 274 | Indian Law | 24 | 1 |
| LEG | 279 | Legal Research & Writing II | 32 | 1 |
| LEG | 285 | Family Law | 24 | 1 |
| LEG | 286 | Advanced Family Law | 24 | 1 |
| LEG | 288 | Estates & Probate | 24 | 1 |
| LEG | 290 | Advanced Estates & Probate | 24 | 1 |
| LEG | 298 | Legal Assisting Internship I | 80 | 1 |
| | | | 416 | 16 |

SPRING SEMESTER — SECOND YEAR

| | | | | |
|-----|-----|--|-------------------------------|------|
| ACC | 128 | Accounting for the Law Office | 48 | 3 |
| LEG | 271 | Civil Litigation II | 48 | 2 |
| LEG | 280 | Legal Research & Writing III | 32 | 1 |
| LEG | 283 | Trial Preparation | 48 | 2 |
| LEG | 287 | Collections & Bankruptcy | 24 | 1 |
| LEG | 293 | Advanced Collections & Bankruptcy | 24 | 1 |
| LEG | 294 | Corporations, Partnerships, & Agencies | 48 | 2 |
| LEG | 299 | Legal Assisting Internship II | 80 | 1 |
| | | | Two Legal Assisting Electives | |
| | | | 352 + | 13 + |

MICHELLE MIEWALD, GREAT FALLS



LEGAL SECRETARIAL TECHNOLOGY

OCCUPATIONAL DESCRIPTION: Legal secretaries may schedule appointments, handle telephone communications, act as receptionists, read and route incoming mail, prepare outgoing mail, compose routine correspondence, assist in records management, and follow acceptable legal office procedures. They prepare, edit, originate letters, memos, tables, forms, reports, and judicial documents and pleadings from dictated or oral instructions using word processors or typewriters. Some jobs require secretarial personnel to take dictation and/or to perform general accounting tasks.

HELPFUL HIGH SCHOOL COURSES: Business math, bookkeeping, typing, communications, computers, English.

RECOMMENDED PERSONAL TRAITS: Preference for office work, good eye-hand coordination, interest in working with office equipment, ability to concentrate.

LENGTH OF PROGRAM—4 Semesters

FALL ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

SUGGESTED PREREQUISITE: Letter grade or challenge grade for SEC 107 Keyboarding; or one year high school typing or keyboarding; or one postsecondary typing or keyboarding course.

COURSE

HOURS CREDIT

FALL SEMESTER — FIRST YEAR

| | | | | |
|-----|-----|-----------------------------|-----|----|
| COM | 111 | Business Communications | 64 | 3 |
| LEG | 179 | Legal Terminology | 48 | 2 |
| LEG | 180 | Legal Office Procedures | 48 | 3 |
| MAT | 101 | Math Fundamentals | 32 | 1 |
| PSY | 110 | Psychology of the Workplace | 48 | 3 |
| SEC | 106 | Business Records Control | 32 | 1 |
| SEC | 108 | Keyboarding Applications | 64 | 2 |
| | | | 336 | 15 |

SPRING SEMESTER — FIRST YEAR

| | | | | |
|-----|-----|-------------------------------|-----|----|
| CRT | 102 | Principles of Data Processing | 48 | 3 |
| LEG | 190 | Civil Litigation I | 64 | 3 |
| MAT | 102 | Business Math Applications | 48 | 2 |
| SEC | 114 | Word Processing | 80 | 4 |
| SEC | 175 | Office Procedures | 48 | 3 |
| SEC | 183 | Legal Transcription I | 96 | 3 |
| | | | 384 | 18 |

FALL SEMESTER — SECOND YEAR

| | | | | |
|-----|-----|------------------------|-----|----|
| ACC | 132 | Accounting I | 80 | 4 |
| LEG | 278 | Real Estate | 24 | 1 |
| SEC | 140 | Speedwriting | 80 | 5 |
| SEC | 176 | Model Office | 64 | 2 |
| SEC | 275 | Legal Communications | 24 | 1 |
| SEC | 284 | Legal Transcription II | 96 | 3 |
| | | | 368 | 16 |

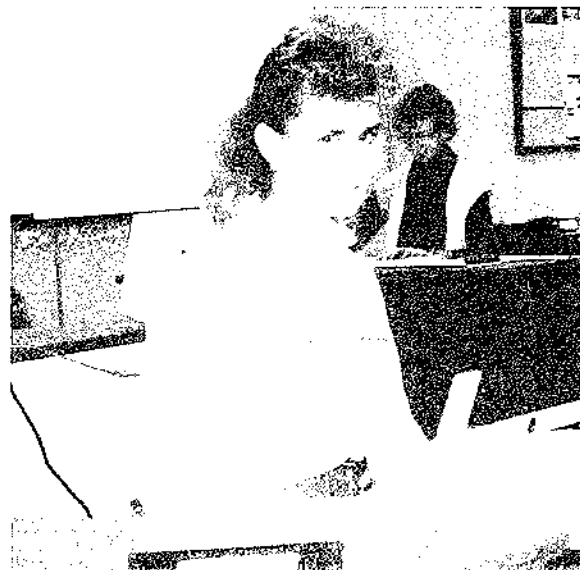
*STUDENTS WILL CHOOSE TWO ELECTIVES FROM THE FOLLOWING COURSES TO SUPPLEMENT CREDITS AND HOURS FOR THIS SEMESTER:

| | | | | |
|-----|-----|-------------------------------|----|---|
| ACC | 133 | Accounting II | 80 | 4 |
| CRT | 190 | Beginning Lotus 1-2-3 | 80 | 3 |
| SEC | 141 | Stenography | 80 | 5 |
| SEC | 150 | Beginning Medical Terminology | 48 | 3 |

SPRING SEMESTER — SECOND YEAR

| | | | | |
|----------------|-----|-------------------------------|-------|-----|
| BUS | 135 | Business Law | 32 | 2 |
| LEG | 285 | Family Law | 24 | 1 |
| LEG | 287 | Collections and Bankruptcy | 24 | 1 |
| LEG | 288 | Estates and Probate | 24 | 1 |
| LEG | 289 | Corporations and Partnerships | 24 | 1 |
| SEC | 292 | Secretarial Internship | 96 | 2 |
| Two Electives* | | | | |
| | | | 224 + | 8 + |

ROBIN SCHNEIDER, MISSOULA



MEDICAL RECEPTION

OCCUPATIONAL DESCRIPTION: Medical receptionists answer the telephone, keep a record of callers, greet patients, make appointments, interview people to secure required data, as well as perform other clerical duties that may be part of the position responsibilities in a doctor's office or other medical facility.

HELPFUL HIGH SCHOOL COURSES: Math, typing, communications and English.

RECOMMENDED PERSONAL TRAITS: Enjoys working with people, preference for office work, ability to concentrate, flexible.

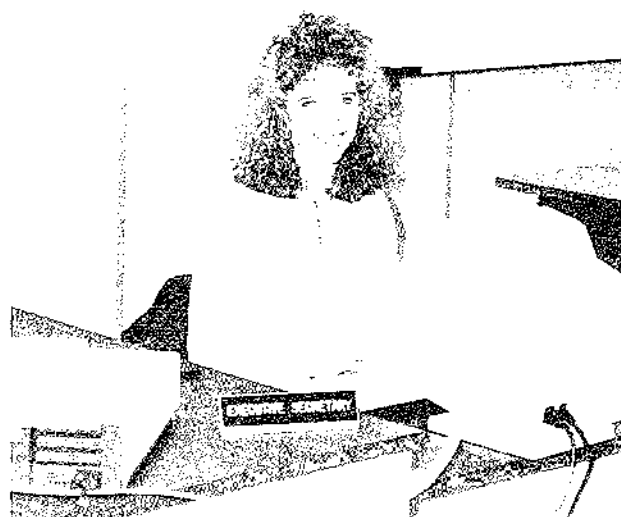
LENGTH OF PROGRAM—2 SEMESTERS

FALL AND SPRING ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

SUGGESTED PREREQUISITE: Letter grade or challenge grade for SEC 107 Keyboarding; or one year high school typing or keyboarding; or one postsecondary typing or keyboarding course.

| COURSE | | | HOURS | CREDIT | | | | | |
|----------------|-----|-------------------------------|-------|--------|-----------------|-----|-------------------------------|-----|----|
| FIRST SEMESTER | | | | | SECOND SEMESTER | | | | |
| COM | 111 | Business Communications | 64 | 3 | ACC | 127 | Secretarial Accounting | 48 | 3 |
| CRT | 102 | Principles of Data Processing | 48 | 3 | MAT | 102 | Business Math Applications | 48 | 2 |
| MAT | 101 | Math Fundamentals | 32 | 1 | SEC | 114 | Word Processing | 80 | 4 |
| PSY | 110 | Psychology of the Workplace | 48 | 3 | SEC | 153 | Insurance Processing | 32 | 2 |
| SEC | 106 | Business Records Control | 32 | 1 | SEC | 155 | Medical Software Applications | 24 | 2 |
| SEC | 108 | Keyboarding Applications | 64 | 2 | SEC | 161 | Medical Office Procedures | 80 | 3 |
| SEC | 150 | Beginning Medical Terminology | 48 | 3 | SEC | 176 | Model Office | 64 | 2 |
| | | | 336 | 16 | | | | 376 | 18 |

MICHELLE BROWN, HUSON



MEDICAL SECRETARIAL TECHNOLOGY

OCCUPATIONAL DESCRIPTION: Medical secretaries schedule appointments, answer the telephone, greet visitors, process the mail, complete patient insurance forms using current coding procedures, and compose and type routine correspondence. They file correspondence and assist in records management. The secretary will transcribe medical reports and letters, maintain medical records and follow appropriate medical office policies.

HELPFUL HIGH SCHOOL CLASSES: Math, typing, communications and English.

RECOMMENDED PERSONAL TRAITS: Enjoy working with people, preference for office work, ability to concentrate, flexible, accurate.

LENGTH OF PROGRAM—4 SEMESTERS

FALL AND SPRING ENTRY (If courses are not completed in the sequence specified, graduation may be delayed).

SUGGESTED PREREQUISITE: Letter grade or challenge grade for SEC 107 Keyboarding; or one year high school typing or keyboarding; or one postsecondary typing or keyboarding course.

FALL ENTRY

| COURSE | | | | HOURS | CREDIT | | | | |
|------------------------------|-----|-------------------------------|-------|-------|--------|-------------------------------|-----|-------------------------------|------------|
| FALL SEMESTER — FIRST YEAR | | | | | | FALL SEMESTER — SECOND YEAR | | | |
| COM | 111 | Business Communications | | 64 | 3 | BUS | 103 | Principles of Business | 48 3 |
| CRT | 102 | Principles of Data Processing | | 48 | 3 | SEC | 140 | Speedwriting | 80 5 |
| MAT | 101 | Math Fundamentals | | 32 | 1 | SEC | 153 | Insurance Processing | 32 2 |
| SEC | 106 | Business Records Control | | 32 | 1 | SEC | 155 | Medical Software Applications | 24 2 |
| SEC | 108 | Keyboarding Applications | | 64 | 2 | SEC | 157 | Medical Terminology | 48 3 |
| SEC | 150 | Beginning Medical Terminology | | 48 | 3 | SEC | 176 | Model Office | 64 2 |
| SEC | 175 | Office Procedures | | 48 | 3 | | | | 296 17 |
| | | | | 336 | 16 | SPRING SEMESTER — SECOND YEAR | | | |
| SPRING SEMESTER — FIRST YEAR | | | | | | ACC | 127 | Secretarial Accounting | 48 3 |
| MAT | 102 | Business Math Applications | | 48 | 2 | or | | | |
| PSY | 110 | Psychology of the Workplace | | 48 | 3 | ACC | 132 | Accounting I | (80) (4) |
| SCI | 101 | Anatomy and Physiology | (128) | (6) | | CRT | 190 | Beginning Lotus 1-2-3 | 80 3 |
| or | | | | | | SEC | 156 | Medical Transcription I | 96 3 |
| SCI | 102 | Anatomy | | 48 | 3 | SEC | 158 | Medical Terminology | 48 3 |
| SEC | 114 | Word Processing | | 80 | 4 | SEC | 293 | Medical Office Internship | 160 3 |
| SEC | 161 | Medical Office Procedures | | 80 | 3 | | | | 432 15 |
| | | | | 304 | 15 | | | | (464) (16) |
| | | | | (384) | (18) | | | | |

SPRING ENTRY

| COURSE | | HOURS | CREDIT |
|------------------------------|-------------------------------|-------|--------|
| SPRING SEMESTER — FIRST YEAR | | | |
| COM 111 | Business Communications | 64 | 3 |
| CRT 102 | Principles of Data Processing | 48 | 3 |
| MAT 101 | Math Fundamentals | 32 | 1 |
| SEC 106 | Business Records Control | 32 | 1 |
| SEC 108 | Keyboarding Applications | 64 | 2 |
| SEC 150 | Beginning Medical Term | 48 | 3 |
| SEC 175 | Office Procedures | 48 | 3 |

336 16

FALL SEMESTER — FIRST YEAR

| | | | |
|---------|-----------------------------|-----|----|
| MAT 102 | Business Math Applications | 48 | 2 |
| PSY 110 | Psychology of the Workplace | 48 | 3 |
| SCI 101 | Anatomy and Physiology | 128 | 6 |
| SEC 114 | Word Processing | 80 | 4 |
| SEC 161 | Medical Office Procedures | 80 | 3 |
| | | 384 | 18 |

SPRING SEMESTER — SECOND YEAR

| | | | |
|---------|-------------------------------|-----|----|
| BUS 103 | Principles of Business | 48 | 3 |
| SEC 140 | Speedwriting | 80 | 5 |
| SEC 153 | Insurance Processing | 32 | 2 |
| SEC 155 | Medical Software Applications | 24 | 2 |
| SEC 158 | Medical Terminology | 48 | 3 |
| SEC 176 | Model Office | 64 | 2 |
| | | 296 | 17 |

FALL SEMESTER — SECOND YEAR

| | | | |
|---------|---------------------------|-------|------|
| ACC 127 | Secretarial Accounting | 48 | 3 |
| or | | | |
| ACC 132 | Accounting I | (80) | (4) |
| CRT 190 | Beginning Lotus 1-2-3 | 80 | 3 |
| SEC 156 | Medical Transcription I | 96 | 3 |
| SEC 157 | Medical Terminology | 48 | 3 |
| SEC 293 | Medical Office Internship | 160 | 3 |
| | | 432 | 15 |
| | | (464) | (16) |

Left to Right

CAROLYN EWING, PINESDALE
ANNA SCHELL, DARBY



MEDICAL TRANSCRIPTION

OCCUPATIONAL DESCRIPTION: Medical transcriptionists carry out general and administrative duties in a medical facility, including general secretarial responsibilities as well as the transcription of medical histories and reports. Duties may include maintaining medical records and performing other medical office procedures.

HELPFUL HIGH SCHOOL COURSES: Math, typing, communications, English.

RECOMMENDED PERSONAL TRAITS: Good eye-hand coordination, interest in working with office equipment, good grammar skills, flexible.

LENGTH OF PROGRAM—4 SEMESTERS

FALL AND SPRING ENTRY (If courses are not completed in the sequence specified, graduation may be delayed).

SUGGESTED PREREQUISITE: Letter grade or challenge grade for SEC 107 Keyboarding; or one year high school typing or keyboarding; or one postsecondary typing or keyboarding course.

FALL ENTRY

| COURSE | | HOURS | CREDIT |
|----------------------------|-------------------------------|-------|--------|
| FALL SEMESTER — FIRST YEAR | | | |
| COM 111 | Business Communications | 64 | 3 |
| CRT 102 | Principles of Data Processing | 48 | 3 |
| MAT 101 | Math Fundamentals | 32 | 1 |
| SEC 106 | Business Records Control | 32 | 1 |
| SEC 108 | Keyboarding Applications | 64 | 2 |
| SEC 150 | Beginning Medical Terminology | 48 | 3 |
| SEC 175 | Office Procedures | 48 | 3 |
| | | 336 | 16 |

SPRING SEMESTER — FIRST YEAR

| | | | |
|---------|-----------------------------|-------|------|
| PSY 110 | Psychology of the Workplace | 48 | 3 |
| SCI 101 | Anatomy and Physiology | (128) | (6) |
| or | | | |
| SCI 102 | Anatomy | 48 | 3 |
| SEC 114 | Word Processing | 80 | 4 |
| SEC 120 | Machine Transcription | 48 | 1 |
| SEC 161 | Medical Office Procedures | 80 | 3 |
| | | 304 | 14 |
| | | (384) | (17) |

FALL SEMESTER — SECOND YEAR

| | | | |
|---------|-------------------------------|-----|----|
| BUS 103 | Principles of Business | 48 | 3 |
| MAT 102 | Business Math Applications | 48 | 2 |
| SEC 153 | Insurance Processing | 32 | 2 |
| SEC 155 | Medical Software Applications | 24 | 2 |
| SEC 156 | Medical Transcription I | 96 | 3 |
| SEC 157 | Medical Terminology | 48 | 3 |
| SEC 176 | Model Office | 64 | 2 |
| | | 360 | 17 |

SPRING SEMESTER — SECOND YEAR

| | | | |
|---------|---------------------------|-------|------|
| ACC 127 | Secretarial Accounting | 48 | 3 |
| or | | | |
| ACC 132 | Accounting I | (80) | (4) |
| CRT 190 | Beginning Lotus 1-2-3 | 80 | 3 |
| or | | | |
| SEC 140 | Speedwriting | (80) | (5) |
| SEC 158 | Medical Terminology | 48 | 3 |
| SEC 257 | Medical Transcription II | 96 | 3 |
| SEC 293 | Medical Office Internship | 160 | 3 |
| | | 432 | 15 |
| | | (464) | (18) |

SHAWN HAMPEYS, MISSOULA

SPRING ENTRY

| COURSE | | HOURS | CREDIT |
|------------------------------|-------------------------------|-------|--------|
| SPRING SEMESTER — FIRST YEAR | | | |
| COM 111 | Business Communications | 64 | 3 |
| CRT 102 | Principles of Data Processing | 48 | 3 |
| MAT 101 | Math Fundamentals | 32 | 1 |
| SEC 106 | Business Records Control | 32 | 1 |
| SEC 108 | Keyboarding Applications | 64 | 2 |
| SEC 150 | Beginning Medical Terminology | 48 | 3 |
| SEC 175 | Office Procedures | 48 | 3 |
| | | 336 | 16 |

FALL SEMESTER — FIRST YEAR

| | | | |
|---------|-----------------------------|-----|----|
| PSY 110 | Psychology of the Workplace | 48 | 3 |
| SCI 101 | Anatomy and Physiology | 128 | 6 |
| SEC 114 | Word Processing | 80 | 4 |
| SEC 120 | Machine Transcription | 48 | 1 |
| SEC 161 | Medical Office Procedures | 80 | 3 |
| | | 384 | 17 |

SPRING SEMESTER — SECOND YEAR

| | | | |
|---------|-------------------------------|-----|----|
| BUS 103 | Principles of Business | 48 | 3 |
| MAT 102 | Business Math Applications | 48 | 2 |
| SEC 153 | Insurance Processing | 32 | 2 |
| SEC 155 | Medical Software Applications | 24 | 2 |
| SEC 156 | Medical Transcription I | 96 | 3 |
| SEC 158 | Medical Terminology | 48 | 3 |
| SEC 176 | Model Office | 64 | 2 |
| | | 360 | 17 |

FALL SEMESTER — SECOND YEAR

| | | | |
|---------|---------------------------|-------|------|
| ACC 127 | Secretarial Accounting | 48 | 3 |
| or | | | |
| ACC 132 | Accounting I | (80) | (4) |
| CRT 190 | Beginning Lotus 1-2-3 | 80 | 3 |
| or | | | |
| SEC 140 | Speedwriting | (80) | (5) |
| SEC 157 | Medical Terminology | 48 | 3 |
| SEC 257 | Medical Transcription II | 96 | 3 |
| SEC 293 | Medical Office Internship | 160 | 3 |
| | | 432 | 15 |
| | | (464) | (18) |



MICROCOMPUTING SYSTEMS AND APPLICATIONS

OCCUPATIONAL DESCRIPTION: Microcomputing systems and applications personnel use PC software to solve business problems and make business decisions. Their jobs consist of using the operating system, maintaining hardware and peripherals, archiving and backing up program and data disks, maintaining networks, troubleshooting, tailoring existing software, communications, and custom programming. In addition, the microcomputer specialist will provide input regarding hardware and software capability and specifications, and may serve as a trainer and user liaison.

HELPFUL HIGH SCHOOL COURSES: Business accounting, algebra, keyboarding, word processing, speech, English composition, math, computers, business courses.

RECOMMENDED PERSONAL TRAITS: Logical, thorough, interest in problem solving, good listener, self-starter, persistent, patient, ability to work under pressure, good eye-hand coordination.

LENGTH OF PROGRAM—4 SEMESTERS (Students may exit after 2 semesters with a Certificate in Microcomputing Applications.)

FALL ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

SUGGESTED PREREQUISITE: Letter grade or challenge grade for SEC 107 Keyboarding; or one year high school typing or keyboarding; or one postsecondary typing or keyboarding course.

| COURSE | | | HOURS | CREDIT | | | | | |
|------------------------------|-----|--------------------------------------|-------|--------|-------------------------------|-----|--|------|-----|
| FALL SEMESTER — FIRST YEAR | | | | | FALL SEMESTER — SECOND YEAR | | | | |
| ACC | 132 | Accounting I | 80 | 4 | BUS | 103 | Principles of Business | 48 | 3 |
| COM | 210 | English Composition & Communications | 48 | 3 | CRT | 105 | Data Processing Math | 48 | 3 |
| CRT | 102 | Principles of Data Processing | 48 | 3 | CRT | 121 | BASIC | 96 | 4 |
| CRT | 114 | Word Processing | 48 | 2 | CRT | 223 | Advanced Data Communications | 32 | 2 |
| CRT | 140 | Operating Systems | 96 | 4 | CRT | 280 | Hardware and Software Evaluation and Selection | 48 | 2 |
| MAT | 101 | Math Fundamentals | 32 | 2 | CRT | 281 | Network Management | 48 | 2 |
| | | | 352 | 18 | CRT | 290 | Advanced Software Applications | 48 | 2 |
| | | | | | | | | 368 | 18 |
| SPRING SEMESTER — FIRST YEAR | | | | | SPRING SEMESTER — SECOND YEAR | | | | |
| ACC | 133 | Accounting II | 80 | 4 | BUS | 143 | Principles of Management | 48 | 3 |
| CRT | 113 | Data Communications | 32 | 2 | COM | 220 | Training Techniques | 48 | 3 |
| COM | 160 | Speech | 48 | 3 | CRT | 188 | Microcomputer Database Programming | 48 | 2 |
| CRT | 190 | Beginning Lotus 1-2-3 | 80 | 3 | | | OR | | |
| CRT | 201 | Database Applications | 48 | 2 | CRT | 295 | C Language | (48) | (2) |
| CRT | 240 | Advanced Operating Systems | 32 | 1 | CRT | 228 | Systems Analysis | 96 | 4 |
| PSY | 110 | Psychology of the Workplace | 48 | 3 | CRT | 260 | Desktop Publishing Concepts | 80 | 3 |
| | | | 368 | 18 | CRT | 285 | Maintenance and Troubleshooting | 64 | 3 |
| | | | | | | | | 384 | 18 |

PAULETTE HALL, MISSOULA



PRACTICAL NURSING

OCCUPATIONAL DESCRIPTION: Licensed Practical Nurses (LPNs) care for persons needing assistance in meeting physical, emotional, or educational needs. They provide this care in homes, physicians' offices, hospitals, rehabilitation settings, and extended care facilities. They function under the direction of the registered nurses, or other licensed personnel as recognized by the Nurse Practice Act. They make, record, and report pertinent observations for examination requirements. They also perform skilled technical procedures, administer medications, and give basic client care working with all age groups.

HELPFUL HIGH SCHOOL COURSES: Biology, chemistry, anatomy and physiology, communications, math.

RECOMMENDED PERSONAL TRAITS: Interest in working as a team member, good grooming habits, ability to work under pressure, enjoyment of people, high regard for human life.

LENGTH OF PROGRAM—3 1/2 SEMESTERS

FALL AND SPRING (If courses are not completed in the sequence specified, graduation may be delayed.)

Fall entry Practical Nursing students will attend classes fall semester, 1989 (16 weeks), spring semester, 1990 (16 weeks), summer session, 1990 (8 weeks), and fall semester, 1990 (16 weeks).

Spring entry students will attend classes spring semester, 1990 (16 weeks), summer session, 1990 (8 weeks), fall semester, 1990 (16 weeks), and spring semester, 1991 (16 weeks).

FALL ENTRY

| COURSE | HOURS | CREDIT |
|--------------------------------|-------|--------|
| FALL SEMESTER | | |
| MAT 122 Math for Nursing | 48 | 3 |
| NUR 230 Nursing Fundamentals I | 160 | 7 |
| SCI 101 Anatomy and Physiology | 128 | 6 |
| | 336 | 16 |

SPRING SEMESTER

| | | |
|------------------------------------|-----|----|
| NUR 203 Conditions of Illness | 96 | 6 |
| NUR 231 Nursing Fundamentals II | 112 | 3 |
| NUR 235 Pharmacology | 64 | 3 |
| NUR 240 Maternal and Child Nursing | 48 | 3 |
| NUR 291 Clinical Experience I | 140 | 3 |
| | 460 | 18 |

SUMMER SESSION

| | | |
|--|-----|---|
| COM 210 English Composition and Communications | 48 | 3 |
| NUR 115 Nutrition | 32 | 2 |
| PSY 100 Introduction to Psychology | 48 | 3 |
| | 128 | 8 |

FALL SEMESTER

| | | |
|---------------------------------|-----|----|
| NUR 292 Clinical Experience II | 496 | 10 |
| NUR 293 Clinical Seminar | 32 | 2 |
| NUR 294 Organizational Behavior | 48 | 3 |
| | 576 | 15 |

SPRING ENTRY

| COURSE | HOURS | CREDIT |
|--------------------------------|-------|--------|
| SPRING SEMESTER | | |
| MAT 122 Math for Nursing | 48 | 3 |
| NUR 230 Nursing Fundamentals I | 160 | 7 |
| SCI 101 Anatomy and Physiology | 128 | 6 |
| | 336 | 16 |

SUMMER SESSION

| | | |
|--|-----|---|
| COM 210 English Composition and Communications | 48 | 3 |
| NUR 115 Nutrition | 32 | 2 |
| PSY 100 Introduction to Psychology | 48 | 3 |
| | 128 | 8 |

FALL SEMESTER

| | | |
|------------------------------------|-----|----|
| NUR 203 Conditions of Illness | 96 | 6 |
| NUR 231 Nursing Fundamentals II | 112 | 3 |
| NUR 235 Pharmacology | 64 | 3 |
| NUR 240 Maternal and Child Nursing | 48 | 3 |
| NUR 291 Clinical Experience I | 140 | 3 |
| | 460 | 18 |

SPRING SEMESTER

| | | |
|---------------------------------|-----|----|
| NUR 292 Clinical Experience II | 496 | 10 |
| NUR 293 Clinical Seminar | 32 | 2 |
| NUR 294 Organizational Behavior | 48 | 3 |
| | 576 | 15 |

Left to Right
SCOTT McCLURE, EVARO
ELAINE RUDIO, MISSOULA
PATRICIA DUFFY, MISSOULA



PREVOCATIONAL STUDIES

DESCRIPTION: The Prevocational Studies program is designed to be taken prior to specific program entry. It is recommended for students who:

- (1) may be lacking necessary academic skills
- (2) are returning to school after a long absence
- (3) need a brush-up of academic skills, or
- (4) want an assessment of probable academic success in a postsecondary institution.

LENGTH OF PROGRAM—5 WEEKS

ENTRY DATES: July 7, August 23, and November 9, 1989; and January 15 and April 12, 1990.

| COURSE | | HOURS | CREDIT |
|---------|----------------------------|-------|--------|
| COM 055 | Prevocational Reading | 25 | 1 |
| GEN 060 | Prevocational Study Skills | 25 | 1 |
| GEN 080 | Prevocational Counseling | 25 | 1 |
| MAT 050 | Prevocational Math | 25 | 1 |
| | | 100 | 4 |

Left to Right

CHARLES MILLER, INSTRUCTOR
GEORGE O'NEIL, MISSOULA
SOPHIE CRISMORE, MISSOULA



RESPIRATORY THERAPY TECHNOLOGY

OCCUPATIONAL DESCRIPTION: Respiratory therapy technicians administer respiratory therapy care and life support to patients with deficiencies and abnormalities of the cardiopulmonary system (heart and lungs) under the supervision of physicians or therapists. They set up and operate devices such as mechanical ventilators, therapeutic gas administration apparatus, environmental control systems, and aerosol generators. Duties include treating patients with breathing devices in order to deliver medication directly into the lungs. Technicians will be involved in most medical emergencies that involve shock, heart attacks, chest injuries, and asthma. A national exam must be passed to become a certified respiratory therapy technician.

HELPFUL HIGH SCHOOL COURSES: Biology, chemistry, anatomy and physiology, math, communications.

RECOMMENDED PERSONAL TRAITS: Interest in working as a team member, good grooming habits, ability to work under pressure, enjoyment of people, high regard for human life, high degree of curiosity.

LENGTH OF PROGRAM—3 SEMESTERS

FALL ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

Respiratory Therapy Technology students will attend classes fall semester, 1989 (16 weeks), spring semester, 1990 (16 weeks), summer session, 1990 (8 weeks), and one-half (8 weeks) of fall semester, 1990.

| COURSE | | HOURS | CREDIT | | | | |
|---------------|------------------------------|-------|--------|-----------------|-------------------------------|-----|----|
| FALL SEMESTER | | | | SPRING SEMESTER | | | |
| PSY 110 | Psychology of the Workplace | 48 | 3 | RES 132 | Respiratory Therapy Theory II | 64 | 3 |
| RES 121 | Medical Terminology | 24 | 1 | RES 191 | Clinical Experience I | 288 | 6 |
| RES 129 | Nursing Skills | 48 | 2 | RES 197 | Respiratory Therapy | | |
| RES 131 | Respiratory Therapy Theory I | 96 | 4 | | Laboratory II | 54 | 1 |
| RES 140 | Cardiopulmonary Diagnostics | 24 | 1 | RES 202 | Respiratory Physiology | 64 | 3 |
| RES 195 | Respiratory Therapy | | | RES 225 | Pharmacology | 48 | 3 |
| | Laboratory I | 48 | 1 | RES 231 | Respiratory Assessment and | | |
| SCI 101 | Anatomy and Physiology | 128 | 6 | | Therapeutic Techniques | 32 | 2 |
| | | 416 | 18 | | | 550 | 18 |

SUMMER SESSION

| | | | | |
|-----|-----|-------------------------------------|-----|---|
| RES | 192 | Clinical Experience II | 256 | 5 |
| RES | 232 | Respiratory Pathology and Disease I | 16 | 1 |
| RES | 241 | Pediatrics and Perinatology | 16 | 1 |
| | | | 288 | 7 |

FALL SEMESTER

| | | | | |
|-----|-----|--------------------------------------|-----|---|
| RES | 233 | Respiratory Pathology and Disease II | 16 | 1 |
| RES | 242 | Home Care and Respiratory Management | 16 | 1 |
| RES | 250 | Respiratory Therapy Seminar | 24 | 1 |
| RES | 293 | Clinical Experience III | 224 | 5 |
| | | | 280 | 8 |

Students entering the Respiratory Therapy Technology Program will be expected to rotate to clinical sites outside of the Missoula area on a periodic basis. This rotation will take place during the spring semester, summer session, and last fall semester. These sites may include, but are not limited to, Kalispell, Butte, and Billings. Other sites may be included when reasonable accommodations can be arranged.

First Row, Left to Right

TAMARA ARNTSON, MISSOULA
TRACEY ANDERSON, MISSOULA
JERI ROCK, MISSOULA

Second Row, Left to Right

RONALD MORACA, VICTOR
DON BAUGHMAN, ALBERTON
JAMES BECKER, MISSOULA



RETAIL MERCHANDISING

OCCUPATIONAL DESCRIPTION: Persons who work in the retailing field are primarily involved in sales and supportive tasks in establishments engaged in selling merchandise to customers for personal, household, business, or farm use. Specific duties include the recording of sales, ordering, pricing, stocking, and displaying merchandise in all types of retail operations.

HELPFUL HIGH SCHOOL COURSES: Business, communications, bookkeeping, art, typing, business math.

RECOMMENDED PERSONAL TRAITS: Interest in working with people, creativity, ability to easily relate with others, leadership ability, interest in selling.

LENGTH OF PROGRAM—2 SEMESTERS

FALL AND SPRING ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

FALL ENTRY

| COURSE | | | | HOURS | CREDIT | SPRING SEMESTER | | | |
|---------------|-----|---------------------------|--|-------|--------|--|-----|--------------------------|------|
| FALL SEMESTER | | | | | | BUS 109 Visual Merchandising and Display | | | |
| ACC | 132 | Accounting I | | 80 | 4 | | | 64 | 3 |
| BUS | 103 | Principles of Business | | 48 | 3 | BUS | 113 | Psychology of Selling | 48 3 |
| BUS | 112 | Retail Salesmanship | | 48 | 2 | BUS | 135 | Business Law | 32 2 |
| BUS | 124 | Advertising and Promotion | | 48 | 2 | BUS | 143 | Principles of Management | 48 3 |
| BUS | 125 | Principles of Marketing | | 48 | 3 | COM | 111 | Business Communications | 64 3 |
| MAT | 101 | Math Fundamentals | | 32 | 1 | CRT | 114 | Word Processing | 48 2 |
| SEC | 107 | Keyboarding | | 48 | 1 | MAT | 133 | Merchandising Math | 48 2 |
| | | | | 352 | 16 | | | 352 | 18 |

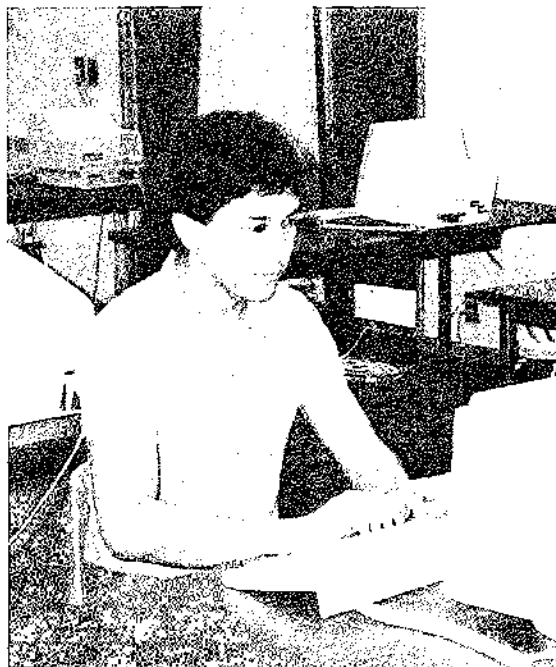
SPRING ENTRY

| COURSE | | HOURS | CREDIT |
|-----------------|--------------------------------------|-------|--------|
| SPRING SEMESTER | | | |
| BUS | 109 Visual Merchandising and Display | 64 | 3 |
| BUS | 113 Psychology of Selling | 48 | 3 |
| BUS | 135 Business Law | 32 | 2 |
| BUS | 143 Principles of Management | 48 | 3 |
| COM | 111 Business Communication | 64 | 3 |
| CRT | 114 Word Processing | 48 | 2 |
| MAT | 133 Merchandising Math | 48 | 2 |
| | | 352 | 18 |

FALL SEMESTER

| | | | |
|-----|-------------------------------|-----|----|
| ACC | 132 Accounting I | 80 | 4 |
| BUS | 103 Principles of Business | 48 | 3 |
| BUS | 112 Retail Salesmanship | 48 | 2 |
| BUS | 124 Advertising and Promotion | 48 | 2 |
| BUS | 125 Principles of Marketing | 48 | 3 |
| MAT | 101 Math Fundamentals | 32 | 1 |
| SEC | 107 Keyboarding | 48 | 1 |
| | | 352 | 16 |

STEVE SMITH, VALIER



SECRETARIAL TECHNOLOGY

OCCUPATIONAL DESCRIPTION: Secretaries schedule appointments, use the telephone, greet visitors, read and route incoming mail, prepare outgoing mail, and compose routine correspondence. They type letters, memos, tables, forms and reports; they file correspondence and assist in records management. Some positions require dictation, typing from a voice recording, and/or originating and editing documents on word processing equipment.

HELPFUL HIGH SCHOOL COURSES: Business math, bookkeeping, keyboarding, communications, computers, English.

RECOMMENDED PERSONAL TRAITS: Preference for office work, good eye-hand coordination, interest in working with office equipment, ability to concentrate, ability to work with others.

LENGTH OF PROGRAM—4 SEMESTERS

FALL ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

SUGGESTED PREREQUISITE: Letter grade or challenge grade for SEC 107 Keyboarding; or one year high school typing or keyboarding; or one postsecondary typing or keyboarding course.

| COURSE | | HOURS | CREDIT |
|----------------------------|-----------------------------------|-------|--------|
| FALL SEMESTER — FIRST YEAR | | | |
| COM | 111 Business Communications | 64 | 3 |
| CRT | 102 Principles of Data Processing | 48 | 3 |
| MAT | 101 Math Fundamentals | 32 | 1 |
| MAT | 102 Business Math Applications | 48 | 2 |
| SEC | 106 Business Records Control | 32 | 1 |
| SEC | 108 Keyboarding Applications | 64 | 2 |
| | | 288 | 12 |

| | | | |
|------------------------------|---------------------------------|-----|----|
| SPRING SEMESTER — FIRST YEAR | | | |
| ACC | 132 Accounting I | 80 | 4 |
| BUS | 135 Business Law | 32 | 2 |
| PSY | 110 Psychology of the Workplace | 48 | 3 |
| SEC | 114 Word Processing | 80 | 4 |
| SEC | 175 Office Procedures | 48 | 3 |
| | | 288 | 16 |

FALL SEMESTER — SECOND YEAR

| | | | | |
|-----|-----|------------------------|-----|----|
| BUS | 103 | Principles of Business | 48 | 3 |
| CRT | 110 | Data Entry I | 96 | 3 |
| CRT | 190 | Beginning Lotus 1-2-3 | 80 | 3 |
| SEC | 120 | Machine Transcription | 48 | 1 |
| SEC | 140 | Speedwriting | 80 | 5 |
| SEC | 176 | Model Office | 64 | 2 |
| | | | 416 | 17 |

SPRING SEMESTER — SECOND YEAR

| | | | | |
|-----|-----|--------------------------------|-----|----|
| CRT | 111 | Data Entry II | 64 | 2 |
| SEC | 125 | Transcription and Text Editing | 32 | 1 |
| SEC | 141 | Stenography | 80 | 5 |
| SEC | 223 | Electronic Office Technology | 48 | 2 |
| SEC | 292 | Secretarial Internship | 96 | 2 |
| | | | 320 | 12 |

FRANCIS CHAMPAGNE, MISSOULA



SMALL ENGINE AND EQUIPMENT TECHNOLOGY

OCCUPATIONAL DESCRIPTION: Small engine and equipment technicians repair and maintain two- and four-stroke gasoline engines used to power such machines as chain saws, lawn mowers and trimmers, motorcycles, outboard motors, and snowmobiles. They replace or repair parts such as piston rings, bearings, electrical and carburetion components; and perform tune-ups and other service and maintenance work.

HELPFUL HIGH SCHOOL COURSES: Basic math, auto mechanics, welding, machine shop, electricity, small engine repair, communications.

RECOMMENDED PERSONAL TRAITS: Interest in problem solving, ability to follow written instructions, preference for working with hands, good manual dexterity.

LENGTH OF PROGRAM—2 SEMESTERS

ENTRY DATES (If courses are not completed in the sequence specified, graduation may be delayed.): August 16, 1989; January 12, and March 23, 1990. Please check with counselor for specific course schedule if entering in January or March.

| COURSE | | | HOURS | CREDIT | SPRING SEMESTER | | | | | |
|---------------|-----|------------------------------|-------|--------|-----------------|-----|-----------------------------|-----|-----|----|
| FALL SEMESTER | | | | | SET | 130 | Related Metals Processes II | 80 | 2 | |
| MAT | 101 | Math Fundamentals | 32 | 1 | SET | 131 | Snow Machine Engines & | | | |
| PSY | 110 | Psychology of the Workplace | 48 | 3 | | | Components | 80 | 2 | |
| SET | 110 | Electrical Systems | 80 | 3 | SET | 132 | Industrial & Heavy Duty | | | |
| SET | 111 | Lawn and Garden Equipment | 120 | 3 | | | Equipment | 120 | 3 | |
| SET | 120 | Electrical Systems & Tune-Up | 80 | 2 | SET | 140 | Motorcycles & ATVs | 160 | 4 | |
| SET | 121 | Related Metals Processes I | 80 | 2 | SET | 141 | Outboard Motor Repair & | | | |
| SET | 122 | Chain Saws | 120 | 3 | | | Maintenance | 120 | 3 | |
| | | | 560 | 17 | | | | | 560 | 14 |

Left to Right
 DAN McOMBER, MISSOULA
 D.H. FARNHAM, PHYSICIAN
 LINDA FERNANDO, CS TECHNICIAN



SURGICAL TECHNOLOGY

OCCUPATIONAL DESCRIPTION: Surgical technologists perform any combination of the following tasks before, during, and after surgery under the supervision of physicians or registered nurses: don caps and masks to perform the surgical scrub; don sterile gowns and gloves; arrange instruments and surgical materials and sponges on a Mayo stand and back table; help surgical team don gowns and gloves; adjust lights and other equipment as directed. Primarily they pass surgical instruments to physicians for a variety of surgical procedures; count sponges, needles, and instruments used during surgery; hold retractors and cut sutures as directed. Auxiliary duties include washing and sterilizing used equipment using germicides, autoclaves, and gas sterilizers, and cleaning the operating room. Surgical technologists may choose to take the national examination to become certified.

HELPFUL HIGH SCHOOL COURSES: Biology, anatomy and physiology, communications.

RECOMMENDED PERSONAL TRAITS: Interest in working as a team member, good grooming habits, ability to work under pressure, enjoyment of people, high regard for human life.

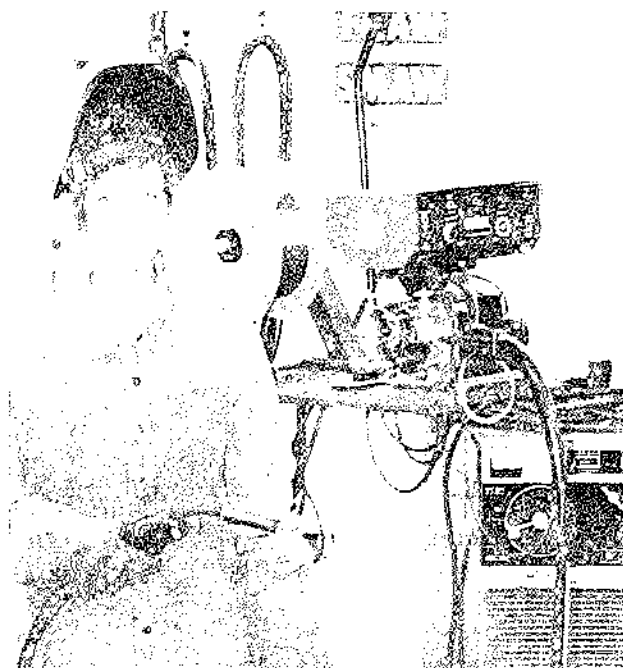
LENGTH OF PROGRAM—2½ SEMESTERS

FALL ENTRY (If courses are not completed in the sequence specified, graduation may be delayed).

Surgical Technology students will attend classes fall semester, 1989 (16 weeks), spring semester, 1990 (16 weeks), and summer session, 1990 (8 weeks).

| COURSE | | | HOURS | CREDIT | SPRING SEMESTER | | | | |
|---------------|-----|---|-------|--------|-----------------|-----|-------------------------------------|-----|----|
| FALL SEMESTER | | | | | SUR | 105 | Minor and Major Surgical Procedures | 210 | 10 |
| PSY | 110 | Psychology of the Workplace | 48 | 3 | SUR | 192 | Clinical Experience II | 336 | 7 |
| SCI | 101 | Anatomy and Physiology | 128 | 6 | | | | | |
| SUR | 102 | Safe Patient Care and Operating Room Techniques | 90 | 6 | | | | 546 | 17 |
| SUR | 191 | Clinical Experience I | 32 | 1 | SUMMER SESSION | | | | |
| | | | 298 | 16 | SUR | 193 | Internship | 204 | 4 |
| | | | | | | | | 204 | 4 |

VALERIE MIDDLEMAS, MISSOULA



WELDING TECHNOLOGY

OCCUPATIONAL DESCRIPTION: The welding industry is diverse and encompasses manufacturing, fabrication, construction, with repair and maintenance of equipment and facilities. Welders are expected to make layouts according to blueprints and specifications. They prepare material prior to welding using a variety of hand and machine tools. They apply proper filler metal using a number of welding processes, frequently according to national standards or governing agency specifications. Related activities include design and fabrication of jigs and fixtures necessary to assist assembly and welding. Welding may be done manually or with automatic equipment. Further responsibilities may include testing and inspection of welded assemblies and welds and the repair of defective welds.

HELPFUL HIGH SCHOOL COURSES: Geometry, math, welding, drafting, electricity, metals, and communications.

RECOMMENDED PERSONAL TRAITS: Good manual dexterity, good eyesight, interest in skilled physical work, willingness to solve problems, pride in workmanship.

LENGTH OF PROGRAM—2 SEMESTERS

FALL ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

| COURSE | | | | HOURS | CREDIT | | | | |
|---------------|-----|-----------------------------|--|-------|--------|-----------------|-----|---------------------------------|-------|
| FALL SEMESTER | | | | | | SPRING SEMESTER | | | |
| MAT | 120 | Industrial Math | | 48 | 2 | WEL | 107 | Advanced Welding | 160 4 |
| PSY | 110 | Psychology of the Workplace | | 48 | 3 | WEL | 108 | Fabrication & Automation | 160 4 |
| WEL | 104 | Welding Metallurgy | | 80 | 3 | WEL | 109 | Welding Certification & Codes | 80 3 |
| WEL | 105 | Introduction to Welding | | 160 | 4 | WEL | 110 | Blueprint Reading & Development | 80 3 |
| WEL | 106 | Intermediate Welding | | 160 | 4 | WEL | 111 | Layout Techniques | 40 2 |
| WEL | 155 | Welding Metal Processes I | | 40 | 2 | WEL | 156 | Welding Metal Processes II | 40 2 |
| | | | | 536 | 18 | | | | |
| | | | | | | | | 560 | 18 |

MICHEL OSTER, VICTOR



WORD PROCESSING AND OFFICE RECEPTION

OCCUPATIONAL DESCRIPTION: Word processors and office receptionists schedule appointments, use the telephone, greet visitors, file correspondence, take notes, and route incoming mail. They input and type letters, memos, tables, forms, and reports on typewriters, electronic typewriters, and microcomputers. Some positions require typing from a voice recording or originate and edit documents on word processing equipment and do light recordkeeping.

HELPFUL HIGH SCHOOL COURSES: Business math, bookkeeping, typing, communications, computers, English.

RECOMMENDED PERSONAL TRAITS: Preference for office work, good eye-hand coordination, interest in working with office equipment, ability to concentrate.

LENGTH OF PROGRAM—2 SEMESTERS

FALL AND SPRING (If courses are not completed in the sequence specified, graduation may be delayed.)

| COURSE | | | HOURS | CREDIT | | | | | |
|----------------|-----|--------------------------|-------|--------|-----------------|-----|-------------------------------|-----|----|
| FIRST SEMESTER | | | | | SECOND SEMESTER | | | | |
| ACC | 127 | Secretarial Accounting | 48 | 3 | CRT | 102 | Principles of Data Processing | 48 | 3 |
| BUS | 103 | Principles of Business | 48 | 3 | MAT | 102 | Business Math Applications | 48 | 2 |
| COM | 111 | Business Communications | 64 | 3 | PSY | 110 | Psychology of the Workplace | 48 | 3 |
| MAT | 101 | Math Fundamentals | 32 | 1 | SEC | 114 | Word Processing | 80 | 4 |
| SEC | 106 | Business Records Control | 32 | 1 | SEC | 120 | Machine Transcription | 48 | 1 |
| SEC | 108 | Keyboarding Applications | 64 | 2 | SEC | 176 | Model Office | 64 | 2 |
| SEC | 175 | Office Procedures | 48 | 3 | SEC | 223 | Electronic Office Technology | 48 | 2 |
| | | | 336 | 16 | | | | 384 | 17 |

COURSE DESCRIPTIONS



Left to Right
CLAUDIA MOORE, SUPERVISOR OF
ACADEMIC AFFAIRS
STEVEN ATKIN, LIBRARIAN

ACC 127 SECRETARIAL ACCOUNTING

Hours: 48 Credits: 3

Prerequisite(s): None

An introduction to double-entry accounting with an emphasis on service businesses. Contains entry analysis, journalizing, posting, trial balance, worksheet, financial statements, and closing procedures. A practice set provides practical experience.

ACC 128 ACCOUNTING FOR THE LAW OFFICE

Hours: 48 Credits: 3

Prerequisite(s): None

An introduction to double-entry accounting and exposure to entry analysis, journalizing, posting, trial balance, worksheet, financial statements, and closing procedures. A legal practice set will provide experience related to the law office.

ACC 132 ACCOUNTING I

Hours: 80 Credits: 4

Prerequisite(s): None

Basic double-entry accounting is introduced. Emphasis on analyzing, journalizing, and posting transactions; trial balance, worksheet, financial statements, and adjusting/closing procedures, accounting systems and cash control. A practice set is completed. Includes the essential concepts of payroll records and the laws governing payroll. A wide variety of realistic activities is completed.

ACC 133 ACCOUNTING II

Hours: 80 Credits: 4

Prerequisite(s): ACC 132

An expansion of ACC 132 including receivables, inventories, plant and intangible assets, and expanded liabilities. Also includes partnerships, corporations, long-term liabilities, investments in stocks and bonds, and the statement of cash flows. A practice set is completed.

ACC 134 ACCOUNTING III

Hours: 80 Credits: 4

Prerequisite(s): ACC 133

Conclusion of the basic accounting sequence including concepts and principles, financial statement analysis, control accounting, decision making, and nonprofit organizations. A corporation practice set is completed.

ACC 230 COMPUTER ACCOUNTING SYSTEMS

Hours: 64 Credits: 3

Prerequisite(s): ACC 133

Hands-on experience using the IBM Personal System/2 microcomputer for accounting applications. Areas covered include general ledger, accounts receivable, and accounts payable.

ACC 235 COST ACCOUNTING

Hours: 48 Credits: 3

Prerequisite(s): ACC 133

Accounting for materials, labor, and factory overhead using the job order and job process cost systems and standard costs. A manufacturing practice set is completed.

BUS 103 PRINCIPLES OF BUSINESS

Hours: 48 Credits: 3

Prerequisite(s): None

Introduction to the world of business. Includes the American business system, capitalism, and the economic environment. Examines the types of business organizations, management, marketing, production, labor, financing, and business/government relations.

BUS 105 INTRODUCTION TO FASHION

Hours: 64 Credits: 3

Prerequisite(s): None

Introduction to the fashion world with emphasis on the industry's history and trends. Includes past and present designers and their influences on the fashion industry, retail terminology, business practices unique to fashion, and the impact of societal values and standards on fashion. Field visits to various retail establishments in the Missoula area are taken.

BUS 109 VISUAL MERCHANDISING AND DISPLAY

Hours: 64 Credits: 3

Prerequisite(s): None

Introduction to various techniques used by retailers in merchandising and displaying of goods. Analysis of different approaches and methods for effectiveness in actual retail settings. Includes display principles of balance, color, and focal point statements.

BUS 111 FASHION SALESMANSHIP

Hours: 48 Credits: 2

Prerequisite(s): None

Includes the steps in opening, presenting, demonstrating, handling objections, and closing the sale. Emphasis on selling points and benefits specific to fashion merchandise.

BUS 112 RETAIL SALESMANSHIP

Hours: 48 Credits: 2

Prerequisite(s): None

Includes the steps in opening, presenting, demonstrating, handling objections, and closing the sale. Emphasis on selling and benefits.

BUS 113 PSYCHOLOGY OF SELLING

Hours: 48 Credits: 3

Prerequisite(s): None

Emphasizes the counselor approach to sales. The primary focus is on the understanding of people, their needs, their motivations, and how and why they behave as they do. Key psychological concepts are explored and directly related to the selling process.

BUS 124 ADVERTISING AND PROMOTION

Hours: 48 Credits: 2

Prerequisite(s): None

Explores the history and fundamentals of advertising. Current demographic trends of the media used by retailers are analyzed. Includes planning advertising budgets, designing ad campaigns, copy writing for ads, and planning in-store promotions.

BUS 125 PRINCIPLES OF MARKETING

Hours: 48 Credits: 3

Prerequisite(s): None

Marketing activities necessary to provide people with satisfying goods and services. Includes consumer buying decision process, organizational buying decision process, and generic branding.

BUS 135 BUSINESS LAW

Hours: 32 Credits: 2

Prerequisite(s): None

Overview of laws governing contracts, sales, agency, partnership, corporations, real property, personal property, and bankruptcy.

BUS 143 PRINCIPLES OF MANAGEMENT

Hours: 48 Credits: 3

Prerequisite(s): None

Current management theories to effectively use human and material resources to achieve organizational objectives. Includes leadership styles and techniques, effective communication approaches, time management, decision making, delegation, and supervisory and middle management skills needed when working with superiors, colleagues, and subordinates.

BUS 179 TEXTILES

Hours: 64 Credits: 3

Prerequisite(s): None

A study of the textile industry and its operation, the production of fibers from raw materials to finished products, fiber and fabric identification, the care of fabrics, garment construction, and consumer laws relevant to the textile industry.

BUS 181 LINE, COLOR, AND DESIGN

Hours: 64 Credits: 3

Prerequisite(s): None

A study of the elements of line, color, and design in fashion apparel. Includes fashion silhouettes, body shapes and proportions, principles of color, current fashion trends, wardrobing, hair, and makeup. Emphasis on creating a "total" look and the projection of an image.

COM 055 PREVOCATIONAL READING

Hours: 25 Credits: 1

Prerequisite(s): None

Measures and upgrades reading skills to the minimum level that is required by specific program options. Reading activities are directly related to materials the student will use in course work and practical work experience.

COM 111 BUSINESS COMMUNICATIONS

Hours: 64 Credits: 3

Prerequisite(s): None

Emphasizes the language principles most applicable in the business world. Rules and conventions that enhance or impair communications between people are highlighted. Practice material is provided to help students apply the rules. Students will further develop their communication skills and basic writing principles in creating correspondence.

COM 145 INTRODUCTION TO WRITING

Hours: 48 Credits: 2

Prerequisite(s): None

Basic writing skills covering composition and formatting of routine communication including letters, memos, and documents. Emphasis on vocabulary enlargement, correct word usage, sentence structure, spelling, punctuation, and proofreading.

COM 160 SPEECH

Hours: 48 Credits: 3

Prerequisite(s): None

An introduction to public speaking including a comparison of written and oral styles, presentation, content, and elements of verbal messages covering both formal and informal presentation.

COM 205 TECHNICAL WRITING

Hours: 48 Credits: 3

Prerequisite(s): None

An introduction to technical report writing. There will be an emphasis on the use of clear, correct, straight forward language in writing and on the correct use and placement of graphs and tables to enhance reader understanding.

COM 210 ENGLISH COMPOSITION AND COMMUNICATIONS

Hours: 48 Credits: 3

Prerequisite(s): None

Principles of written communication with emphasis on spelling, grammar and syntax. Written assignments will focus on sentence structure and the development of paragraphs. Library use techniques will be introduced. Written skills will focus on concise, clear communication. Oral skills will be developed by presenting short reports in a clear, organized manner. Plagiarism and proper format for written reports will be included.

COM 220 TRAINING TECHNIQUES

Hours: 48 Credits: 3

Prerequisite(s): COM 210 or Consent of Instructor

The practical application of adult learning theory to documenting procedures, creating user guides, writing instructions, developing courses, using tutorials, evaluating and using training materials, and using effective oral presentations. Students will prepare and deliver mini-courses to utilize these skills.

CRT 102 PRINCIPLES OF DATA PROCESSING

Hours: 48 Credits: 3

Prerequisite(s): None

Introduction to computer fundamentals and information processing on large and small computers. Topics include vocabulary, history of computers, processing systems, associated peripherals, databases, computer crime and computer health. Also introduction to use of the IBM Personal System/2.

CRT 105 DATA PROCESSING MATH

Hours: 48 Credits: 3

Prerequisite(s): CRT 102 or concurrent enrollment

Principles and development of numeric and logic skills. Fundamental business problems, terms, and elementary concepts in business-oriented problem solving by computer are included.

CRT 109 SOFTWARE APPLICATIONS

Hours: 48 Credits: 2

Prerequisite(s): CRT 102

Responsibilities and duties of data entry and word processing personnel in data processing installations. Includes practice on mainframe and microcomputer equipment. Minimum course requirements necessitate demonstration of equipment, program construction, software, utilities, research, and proper data entry techniques. Hardware used is IBM AS/400 and IBM Personal System/2.

CRT 110 DATA ENTRY I

Hours: 96 Credits: 3

Prerequisite(s): SEC 114 or concurrent enrollment

Responsibilities and duties of data entry operators in a data processing installation. Includes practice on on-line and microcomputer data entry and verification equipment. Minimum course requirements include preparation of programs for the equipment and entering data at a minimum rate of 10,000 keystrokes per hour. Emphasis is on speed and accuracy. Hardware used is IBM AS/400 and IBM Personal System/2.

CRT 111 DATA ENTRY II

Hours: 64 Credits: 2

Prerequisite(s): CRT 110

Advanced data entry techniques. Includes practice with numerous job applications using various data entry techniques and equipment. Emphasis is on production capability. Use of computers in business, data entry systems and procedures, and preparation for data entry careers is included. Hardware used is IBM AS/400 and IBM Personal System/2.

CRT 113 DATA COMMUNICATIONS

Hours: 32 Credits: 2

Prerequisite(s): None

Basic concepts of data communications including transmission of data, rules that regulate the communication flow, types and capabilities of computer networks, and network architecture.

CRT 114 WORD PROCESSING

Hours: 48 Credits: 2

Prerequisite(s): Touch typing skills

Use of WordPerfect software package on the IBM Personal System/2 for direct-screen creating and editing. Emphasizes understanding of word processing functions needed to produce business forms, business correspondence, mail merging, columnar projects, and reports. Printer operation included.

CRT 121 BASIC

Hours: 96 Credits: 4

Prerequisite(s): CRT 102 and CRT 105 or concurrent enrollment

Introduction to problem solving using the BASIC language. Use of correct syntax and utilities to solve business problems. Emphasis on logic and efficient programming techniques. Hardware used is IBM AS/400 and IBM Personal System/2.

CRT 123 COBOL

Hours: 96 Credits: 4

Prerequisite(s): CRT 121

COBOL is a universally accepted programming language designed for use in business applications. Emphasis is on top-down program structure with the programming effort divided into four areas: analysis; design; coding, executing, and debugging; and documentation. Hardware used is IBM AS/400.

CRT 125 RPG II

Hours: 96 Credits: 4

Prerequisite(s): CRT 121

RPG II is a fixed logic programming language designed for business applications and printed reports using batch or interactive processing. Includes programming concepts with emphasis on problem definition, program coding, keying, testing, debugging, documentation, and execution. RPG II enhancements will be introduced. Hardware used is the IBM AS/400.

CRT 140 OPERATING SYSTEMS

Hours: 96 Credits: 4

Prerequisite(s): None

Introduces students to the DOS operating system using the IBM Personal System/2. Emphasis will be on basic understanding of capabilities of DOS, use of disks, back-up, memory management, directories, batch files, path techniques to facilitate efficient use of secondary storage, set up of buffers, and most used commands. Use of the mouse and windows will also be introduced.

CRT 142 COMPUTER OPERATIONS

Hours: 96 Credits: 4

Prerequisite(s): CRT 102

Hardware functions and operations of a modern generation computer. Introduction to the IBM AS/400 system and its use by a computer operator. Emphasis on the operation and observation of the computer and the techniques for effective use of the various essential hardware devices and disc systems software options.

CRT 188 MICROCOMPUTER DATABASE PROGRAMMING

Hours: 48 Credits: 2

Prerequisite(s): None

Use of popular database management system software to create, maintain, and manipulate data; build and use custom databases interactively to perform various business applications; use custom menus and commands.

CRT 190 BEGINNING LOTUS 1-2-3

Hours: 80 Credits: 3

Suggested prerequisite: Touch typing skills

Basics of Lotus 1-2-3 software, a popular spreadsheet/graphics/database business software package. Emphasis on use of the spreadsheet and graphics. Hardware used is IBM Personal System/2.

CRT 201 DATABASE APPLICATIONS

Hours: 48 Credits: 2

Prerequisite(s): CRT 102

Use of a popular database software package on the IBM AS/400 to solve business problems. Covers basic database management systems operations, data organization, file structure, report generation, indexing, queries, and file operations. Students will be introduced to database management concepts that determine how to design and set up an efficient database.

CRT 223 ADVANCED DATA COMMUNICATIONS

Hours: 32 Credits: 2

Prerequisite(s): CRT 113 or Consent of Instructor

Applies the theory of data communications to asynchronous and synchronous transmission channels. Students will have hands-on experience with cables and connectors with PCs and various peripherals networked to the IBM AS/400.

CRT 224 ADVANCED COBOL

Hours: 96 Credits: 4

Prerequisite(s): CRT 123

A continuation of COBOL programming. Emphasis is on tables, subroutines, and sort. Simulated business applications will be programmed. Hardware used is the IBM AS/400.

CRT 226 ADVANCED RPG II

Hours: 96 Credits: 4

Prerequisite(s): CRT 125

Expansion on RPG II concepts and table/array handling, exception output, multiple file processing, and interactive programming. Simulated business applications will be programmed. Menus, formatted screens, and database concepts will be learned using the IBM AS/400.

CRT 228 SYSTEMS ANALYSIS

Hours: 96 Credits: 4

Prerequisite(s): CRT 123 or CRT 125

Presentation of system analysis and application design techniques. Illustration of classical data manipulation concepts. Planning, input design, output design, file descriptions, analysis of needed programs will be covered using a simulated business systems design.

CRT 240 ADVANCED OPERATING SYSTEMS

Hours: 32 Credits: 1

Prerequisite(s): CRT 140 or Consent of Instructor

Applies advanced DOS operating system concepts and commands to include hardware configuration and utilities. Students will also be introduced to the UNIX operating system. Will use IBM Personal System/2 hardware.

CRT 260 DESKTOP PUBLISHING CONCEPTS

Hours: 80 Credits: 3

Prerequisite(s): CRT 114 or Consent of Instructor

Utilizes desktop publishing software on the IBM AS/400 network to produce formatted text with graphics, pictures, and full-page layout. Common business applications will be used to reinforce techniques with students making layout decisions to solve problems.

CRT 280 HARDWARE AND SOFTWARE EVALUATION AND SELECTION

Hours: 48 Credits: 2

Prerequisite(s): CRT 223 or Consent of Instructor

Presents a function approach to reviewing PC hardware and peripherals with emphasis on compatibility, flexibility, cost, expansion, and maintenance. Students will evaluate software using criteria of purpose, flexibility, cost, memory load, ease of modification, learning curve, and vendor support. Case studies will be utilized with students doing necessary research to make recommendations for solving problems.

CRT 281 NETWORK MANAGEMENT

Hours: 48 Credits: 2

Prerequisite(s): CRT 223 or Consent of Instructor

Combines theory of data communications to network topologies and configurations with various peripherals for shared logic and shared resource systems. Software device drivers and communications software capabilities will be introduced. The concepts of networking PCs and PC to mainframe will be introduced to include set-up, interfaces, gateways, memory management, maintenance, and system security.

CRT 285 MICROCOMPUTER MAINTENANCE AND TROUBLESHOOTING

Hours: 64 Credits: 3

Prerequisite(s): CRT 240 or Consent of Instructor

Presents information as to routine preventive maintenance for microcomputer hardware and peripherals, and troubleshooting minor hardware and software problems. Students will get hands-on training with IBM Personal System/2 microcomputers. Time will be spent off-campus observing a professional technician in actual situations.

CRT 290 ADVANCED SOFTWARE APPLICATIONS

Hours: 48 Credits: 2

Prerequisite(s): CRT 190 and CRT 201; or Consent of Instructor

Utilizes spreadsheet, database, and graphics to solve advanced business applications. Procedures will include macros, range names, and other commands and software utilities to solve problems in an efficient manner using the capabilities of the database or spreadsheet. Students will need to make decisions as to which software to use and the appropriate use of graphics.

CRT 292 DATA PROCESSING INTERNSHIP

Hours: 96 Credits: 2

Prerequisite(s): Consent of instructor

On-the-job training in the community in positions related to each student's career goal in the computer field. This experience increases students' skills, prepares them for initial employment and advancement on the job, and increases occupational awareness and professionalism. Students work a minimum of 10 hours each week at an approved site and attend a weekly one-hour seminar.

CRT 293 DATABASE

Hours: 96 Credits: 4

Prerequisite(s): CRT 123; CRT 224 or concurrent enrollment

Skill development in writing programs to access a database using management system calls. Utilities include a query language for access without programming effort, an interactive program for the creation and maintenance of a data dictionary, and an inform process for generating reports from a database. Hardware used is the IBM AS/400.

CRT 295 C LANGUAGE

Hours: 48 Credits: 2

Prerequisite(s): CRT 121

Uses the IBM Personal System/2 to solve business problems through the use of the microcomputer programming language. Students will use the language syntax and operating system utilities to write common business and accounting applications.

CUL 151 INTRODUCTION TO FOODS

Hours: 120 Credits: 7

Prerequisite(s): None

An introduction to the food service industry. Emphasis will be placed on fundamentals such as a basic knowledge of foods, their classifications, specifications, cooking methods, and preparations. Includes safety, sanitation, personal hygiene, nutrition, and terminology.

CUL 152 FOOD PRODUCTION AND DEMONSTRATION

Hours: 80 Credits: 2

Prerequisite(s): None

Hands-on preparation of food items, use and maintenance of equipment as it pertains to CUL 151.

CUL 156 DINING ROOM PROCEDURES

Hours: 120 Credits: 3

Prerequisite(s): CUL 151 and CUL 152

An introduction to the basic foundations of dining room service and protocol. These techniques are practiced in the dining room using various types of service; also included is instruction of personal hygiene, mathematics, and basic culinary terminology that is related to dining room service.

CUL 157 PANTRY AND GARDE MANGER

Hours: 120 Credits: 3

Prerequisite(s): CUL 151 and CUL 152

Identification of a large variety of fresh greens, vegetables, and fruits, their general and specific use, standards of quality, preparation, and presentation. Also covered are salad dressings, cold sauces, appetizers, finger sandwiches, pates, gelatines, mousses, as well as banquet and buffet presentation.

CUL 158 SHORT ORDER COOKERY

Hours: 120 Credits: 3

Prerequisite(s): CUL 151 and CUL 152

Hands-on experience in all facets of short order cookery. Emphasis will be placed on coordination, speed, presentation, and basic food preparations as well as cooking methods.

CUL 160 SOUPS, STOCKS, AND SAUCES

Hours: 120 Credits: 3

Prerequisite(s): CUL 151 and CUL 152

Hands-on preparation of basic soups, stocks, sauces, glazes, thickening agents, and garnishes.

CUL 161 MEATS AND VEGETABLES

Hours: 120 Credits: 3

Prerequisite(s): CUL 151 and CUL 152

Hands-on experiences with the fundamental cooking methods.

CUL 162 STOREROOM PROCEDURES

Hours: 120 Credits: 3

Prerequisite(s): CUL 151 and CUL 152

Various storeroom functions and procedures as they relate to the kitchen and management controls.

CUL 164 BREADS AND DOUGHS

Hours: 120 Credits: 3

Prerequisite(s): CUL 151 and CUL 152 or consent of instructor

An introduction to basic raised-dough recipes and bakery procedures.

CUL 166 PASTRIES AND DESSERTS

Hours: 120 Credits: 3

Prerequisite(s): CUL 151 and CUL 152 or consent of instructor

An introduction to pastries and desserts. Presentation and cooking methods will be emphasized.

CUL 170 MEAT FABRICATION

Hours: 16 Credits: 1

Prerequisite(s): None

Meat identification, specifications, cutting and utilization.

CUL 270 PURCHASING PROCEDURES AND COST CONTROLS

Hours: 80 Credits: 5

Prerequisite(s): CUL 151, CUL 152, CUL 153, CUL 156, CUL 157, CUL 158, CUL 160, CUL 161, CUL 162, CUL 170, and MAT 166; or consent of instructor.

Principles and practices concerning the purchasing of foods, supplies, and materials; based on the methods of buying, specifications, determining needs, and availability.

CUL 271 MENU LAYOUT, DESIGN, AND ANALYSIS

Hours: 80 Credits: 5

Prerequisite(s): CUL 151, CUL 152, CUL 153, CUL 156, CUL 157, CUL 158, CUL 160, CUL 161, CUL 162, CUL 170, and MAT 166; or consent of instructor.

Techniques and knowledge to develop menus that will be compatible with the various types of food establishments. Also covered will be the layout which includes physical characteristics, merchandising, appearance, and promotional value. Emphasis is placed on the menu being the foundation for the facility design.

CUL 272 SANITATION MANAGEMENT

Hours: 32 Credits: 2

Prerequisite(s): None

Principles and practices of sanitation in the food industry. Emphasis will be placed on management responsibilities, including food, people, the micro-world, contamination and infection, pests and vermin, facility cleanliness, and the training of employees.

CUL 280 SUPERVISORY TECHNIQUES

Hours: 208 Credits: 10

Prerequisite(s): MAT 166 or consent of instructor

Duties and responsibilities of a supervisor as they pertain to the food service industry. Included will be communication, organization, planning, staffing, directing, and controlling skills.

CUL 295 NUTRITION

Hours: 48 Credits: 3

Prerequisite(s): None

The study of nutrition as it pertains to the food service industry. Emphasis will be placed on the six nutrients, their sources, functions, and cooking methods that retain maximum nutritional values.

EET 101 DIRECT AND ALTERNATING CURRENT THEORY

Hours: 184 Credits: 6

Prerequisite(s): None

A study of current flow, direct current circuits and concepts of power. The course presents work with magnetic circuits and introduces time-varying currents. Standard circuit theorems are introduced with various methods of circuit analysis and problem solving.

EET 103 SEMICONDUCTOR CIRCUITS

Hours: 184 Credits: 5

Prerequisite(s): EET 101

An in-depth coverage of diode, bipolar transistors and field effect transistor circuits that are used in electronics applications. The study and analysis of the components and circuits used in semiconductor electronics.

EET 105 OPERATING SYSTEMS

Hours: 48 Credits: 2

Prerequisite(s): None

An introduction to microcomputer systems, starting with CP/M and up through MS(PC)-DOS 4.0.

EET 125 MICROCOMPUTER PROGRAMMING

Hours: 96 Credits: 4

Prerequisite(s): None

Planning, formatting, and writing programs in BASIC computer language. Includes file management systems and advanced techniques of BASIC.

EET 227 COMPUTER FUNDAMENTALS

Hours: 144 Credits: 4

Prerequisite(s): EET 103

Course covers I²L, TTL, and CMOS circuits, memories, charge coupled devices and microprocessors, with combinational and sequential circuits, MOS, and linear circuits. A study of Boolean algebra, binary numbers, binary codes, and the analysis of the basic components and circuits used in semiconductor switching.

EET 228 INSTRUMENTATION

Hours: 184 Credits: 6

Prerequisite(s): EET 103

A study of industrial measuring and process control instrumentation. Experience in basic electrical measurement using the equipment normally found in any electrical or electronic shop area.

EET 232 MICROPROCESSORS

Hours: 144 Credits: 4

Prerequisite(s): EET 227

A study of the complexities and power of machine language programming, hardware input/output interfacing and microprocessor operation and design applications. The course is complemented with an individual student trainer utilizing a 6800 microprocessor.

EET 234 AUTOMATIC CONTROLS

Hours: 64 Credits: 4

Prerequisite(s): EET 227

A study of the terminology and components used in automatic control of industrial machines and industrial processes. The servomechanism is used as a representative control system. The usage of transducers and computers in representative automatic control systems in the industrial measuring and process control setting will be emphasized.

EET 240 ROBOTICS

Hours: 48 Credits: 3

Prerequisites or concurrent enrollment: EET 228, EET 232, EET 234, and EET 260 or consent of instructor.

An introduction to robotics through explanations, examples, and drawings. Content includes what robots are, how they work, what they can and cannot do, and how they might effect us in the future.

EET 260 DATA COMMUNICATIONS

Hours: 184 Credits: 6

Prerequisite(s): EET 130

Principles and applications of data communication systems. Concepts, terminology, and equipment usage will be presented, including networking (wire and radio frequency).

EET 270 ELECTRONIC COMMUNICATIONS

Hours: 48 Credits: 3

Prerequisite(s): None

An introduction to electronic communications theory and FCC regulations. Course content is designed to help students prepare for the general radiotelephone operators certificate examination.

GEN 060 PREVOCATIONAL STUDY SKILLS

Hours: 25 Credits: 1

Prerequisite(s): None

Development of study skills needed for academic success in postsecondary education. Course includes an overview of study management, study reading, note-taking skills, listening skills, memory utilization, and test-taking techniques.

GEN 061 STUDY SKILLS

Hours: 32 Credits: 1

Prerequisite(s): None

Provides practical skills in listening, memorizing, reading, notemaking, and test taking for individuals (current students, future students, or upward moving employees) who wish to learn more efficiently.

GEN 080 PREVOCATIONAL COUNSELING

Hours: 25 Credits: 1

Prerequisite(s): None

Individual and group counseling sessions dealing with school related problems and the firming of realistic occupational goals. Attitudes, aptitudes, interests, values, and alternatives to existing career goals will be explored. Student achievement in other prevocational courses is reviewed and discussed weekly to give the student a measure of his/her individual progress.

GEN 146 AMERICAN GOVERNMENT AND POLITICS

Hours: 48 Credits: 3

Prerequisite(s): None

A survey of the processes and institutions of American government and politics including the U.S. Constitution, voting and elections, parties, interest groups, Congress, the presidency, the Supreme Court, federal and state bureaucracies, and domestic and foreign policy making.

GEN 150 TECHNICAL READING

Hours: 32 Credits: 1

Prerequisite(s): None

Development of reading skills to find specifications in service manuals and part numbers in parts books. Textbooks and service manuals will be used.

HEM 103 ELECTRICAL SYSTEMS

Hours: 128 Credits: 5

Prerequisite(s): None

A study of Ohm's Law, direct current circuits and theorems in their usage on machinery through batteries, starters, generators, ignition systems, and electronic control fuel systems. Use of multimeters in testing of circuits.

HEM 125 HYDRAULICS

Hours: 112 Credits: 3

Prerequisite(s): None

Theory and application of hydraulics relative to mobile construction equipment. Includes valves, pumps, motors, actuators, and related hydraulic components, system maintenance, troubleshooting, and repair.

HEM 140 ENGINE SERVICE

Hours: 240 Credits: 7

Prerequisite(s): None

Diesel engine principles and components, engine rebuild procedures, troubleshooting, and engine maintenance using hand, power, and specialty tooling.

HEM 142 FUEL SYSTEMS

Hours: 136 Credits: 4

Prerequisite(s): HEM 140

A study of carburetion principles, including the four major types of injection systems, and principles by which they operate. Students will make field adjustments, tune-ups, and troubleshooting inspections.

HEM 145 POWER TRAINS

Hours: 184 Credits: 6

Prerequisite(s): None

Chassis and drive train components used in light and heavy duty trucks and other equipment. Steering, brakes, crawler-tractor undercarriages, articulated loader frame construction, clutches, manual transmissions, torque converters, power shift transmissions, differentials, and final drives are covered.

HEM 155 WELDING/MACHINE SHOP

Hours: 192 Credits: 5

Prerequisite(s): None

The basic and intermediate processes of shielded metal arc welding (SMAW) and oxyacetylene welding are covered in flat, horizontal, and vertical positions in a variety of joint configurations. Instruction in the oxyacetylene cutting process with lecture and demonstrations covering gas tungsten arc welding (GTAW) and gas metal arc welding (GMAW) processes. Instruction and use of drilling, files, threads, and threading processes, basic lathe, drill press, and band saw operation, including precision measuring instruments. Fasteners, layout procedures, and basic hand tools are covered.

LEG 179 LEGAL TERMINOLOGY

Hours: 48 Credits: 2

Prerequisite(s): None

A study of the legal vocabulary in common use in the legal profession.

LEG 180 LEGAL OFFICE PROCEDURES

Hours: 48 Credits: 3

Prerequisite(s): LEG 179

A study of law office procedures including an introduction to law and the role and interaction of attorneys, legal assistants, and legal secretaries. Emphasis will be placed on preparation of basic legal documents, reception, general duties, professionalism, and ethical responsibilities.

LEG 181 ORIENTATION TO LEGAL ASSISTING

Hours: 16 Credits: 1

Prerequisite(s): None

An introduction to legal assisting responsibilities, ethics, tasks, and limitations, with an overview of constitutional, statutory, case, and administrative law principles.

LEG 187 INTRODUCTION TO LEGAL RESEARCH

Hours: 32 Credits: 1

Prerequisite(s): None

Introduction to the law library, legal research tools, and report writing.

LEG 190 CIVIL LITIGATION I

Hours: 64 Credits: 3

Prerequisite(s): LEG 180

A study of civil lawsuits in the U.S. court system including pleadings, documents, briefs, and appeals both in Montana and federal courts.

LEG 192 CONTRACTS

Hours: 32 Credits: 2

Prerequisite(s): None

A study of simple contract obligations including elements of sales agreements, property purchases, lease agreements, bonds, bailments, and contents of contracts with emphasis on forms and practices.

LEG 194 TORTS

Hours: 32 Credits: 2

Prerequisite(s): None

An introduction to tort theory and its application in civil litigation.

LEG 195 LEGAL ETHICS

Hours: 32 Credits: 2

Prerequisite(s): None

An introduction to ethics for the legal assistant including confidentiality, legal assistant-attorney relationship, fee arrangements, Code of Professional Conduct, attorney-client privilege, fiduciary responsibilities, and public service.

LEG 197 LEGAL RESEARCH AND WRITING I

Hours: 32 Credits: 1

Prerequisite(s): LEG 187

Application of legal and factual analysis principles to case problems with emphasis on accurate research, effective writing, and correct citations.

LEG 199 INVESTIGATIVE TECHNIQUES

Hours: 64 Credits: 3

Prerequisite(s): None

Development of effective investigation and fact-gathering techniques, with dictation of summaries, reports, and digests. Development of photography skills and use of audio-visual devices to obtain source material and evidence for the lawyer.

LEG 270 PROPERTY TRANSFER PRACTICES

Hours: 64 Credits: 3

Prerequisite(s): LEG 278

A study of personal property and real estate transfers covering practices, procedures, and documents for title closing, foreclosure, landlord-tenant, quiet title, eminent domain, zoning, tax appeals, and water rights transfers. A procedures manual will be prepared.

LEG 271 CIVIL LITIGATION II

Hours: 48 Credits: 2

Prerequisite(s): LEG 190

Advanced study of the legal assistant's role in civil litigation, with emphasis on trial techniques, settlement of lawsuits, and appeal procedure.

LEG 272 WORKERS' COMPENSATION

Hours: 32 Credits: 2

Prerequisite(s): LEG 187 or consent of instructor

Legal principles, methods, and duties of legal assistants in industrial injury/disease litigation in Montana.

LEG 273 CRIMINAL PROCEDURES

Hours: 24 Credits: 1

Prerequisite(s): None

A study of criminal prosecution and defense representation with an overview of criminal law principles. Training in criminal procedure involving felonies and misdemeanors in federal, Montana, and municipal courts.

LEG 274 INDIAN LAW

Hours: 24 Credits: 1

Prerequisite(s): None

A study of Indian rights, tribal courts, jurisdiction, service of process, and other issues involving Indian reservations.

LEG 278 REAL ESTATE

Hours: 24 Credits: 1

Prerequisite(s): LEG 180

An introduction to Montana real estate law and to common real estate transactions in the law office, procedural aspects of financing methods, and document preparation for a typical transfer of real estate.

LEG 279 LEGAL RESEARCH AND WRITING II

Hours: 32 Credits: 1

Prerequisite(s): LEG 197

Legal research, analysis, and document drafting using form books and sources of law; shepardizing; and law library maintenance.

LEG 280 LEGAL RESEARCH AND WRITING III

Hours: 32 Credits: 1

Prerequisite(s): LEG 279

Advanced legal research and writing including use of computer search tools and devices.

LEG 283 TRIAL PREPARATION

Hours: 48 Credits: 2

Prerequisite(s): LEG 177

Collecting and preserving evidence, locating witnesses, jury selection, trial notebook development, and post-trial assistance.

LEG 285 FAMILY LAW

Hours: 24 Credits: 1

Prerequisite(s): LEG 180

Introduction to legal assisting and secretarial tasks and duties in cases of dissolution of marriage, adoption, and guardianship.

LEG 286 ADVANCED FAMILY LAW

Hours: 24 Credits: 1

Prerequisite(s): LEG 285

Advanced legal assisting tasks and duties in cases of dissolution of marriage, adoption, and guardianship.

LEG 287 COLLECTIONS AND BANKRUPTCY

Hours: 24 Credits: 1

Prerequisite(s): LEG 180

Basic procedures in debt collection and bankruptcy law practice. Includes study of small claims court, execution, garnishment, attachment, and bankruptcy documents.

LEG 288 ESTATES AND PROBATE

Hours: 24 Credits: 1

Prerequisite(s): LEG 180

Study of legal secretarial and legal assisting duties in preparation of wills, estates, and Montana probate proceedings.

LEG 290 ADVANCED ESTATES AND PROBATE

Hours: 24 Credits: 1

Prerequisite(s): LEG 288

A study of estate planning; ancillary probate; contested estates; fiduciary income and inheritance tax, and federal estate tax returns; estate closing; guardianship, conservatorship; and miscellaneous proceedings.

LEG 293 ADVANCED COLLECTIONS AND BANKRUPTCY

Hours: 24 Credits: 1

Prerequisite(s): LEG 287

A continuation of LEG 287 expanding to advanced procedures in debt collection and bankruptcy law practice.

LEG 294 CORPORATIONS, PARTNERSHIPS, AND AGENCIES

Hours: 48 Credits: 2

Prerequisite(s): LEG 180

Basic and advanced legal procedures in Montana corporations, partnerships, business entities, and contracts with emphasis on document preparation.

LEG 298 LEGAL ASSISTING INTERNSHIP I

Hours: 80 Credits: 1

Prerequisite(s): Instructor's consent

On-the-job experience as a legal assistant trainee under the supervision of an employer, attorney, or court official.

LEG 299 LEGAL ASSISTING INTERNSHIP II

Hours: 80 Credits: 1

Prerequisite(s): LEG 298

Advanced on-the-job experience as a legal assistant trainee under the supervision of an employer, attorney, or court official.

MAT 050 PREVOCAATIONAL MATH

Hours: 25 Credits: 1

Prerequisite(s): None

Introduces, reviews, and develops skills in fundamental mathematical concepts. The concepts required by specific programs vary according to entry-level requirements and successful program completion.

MAT 101 MATH FUNDAMENTALS

Hours: 32 Credits: 1

Prerequisite(s): None

Provides an introduction and review of mathematical concepts needed for successful completion of specialized math courses within specific programs. Topics include fractions, decimals, percents, ratios, proportions, metrics, and basic formulas.

MAT 102 BUSINESS MATH APPLICATIONS

Hours: 48 Credits: 2

Prerequisite(s): MAT 101

Study and practice of electronic printing and display calculators and their applications to business mathematics. Basic machine operations including the touch method, purchasing and pricing merchandise, taxes, insurance, simple and compound interest, bank records, and credit are included.

MAT 107 ELECTRONICS MATH I

Hours: 144 Credits: 4

Prerequisite(s): None

An integrated treatment of mathematical topics on algebra and trigonometry found necessary for a sound mathematical background for the technician. Numerous applications for the technical fields have been included to indicate how and where mathematical techniques are used.

MAT 108 ELECTRONICS MATH II

Hours: 144 Credits: 4

Prerequisite(s): MAT 107

A continuation of MAT 107. An integrated treatment of mathematical topics in algebra, trigonometry, analytic geometry, differentiation, and elementary transcendental functions. Numerous applications for the technical fields have been included to indicate how and where mathematical techniques are used.

MAT 120 INDUSTRIAL MATH

Hours: 48 Credits: 2

Prerequisite(s): None

Designed to provide the mathematical background necessary for success in the trade and industrial areas. Topics covered include fractions, decimals, percent, ratio, proportion, and measurement. Other specialized topics will be covered according to specific program need.

MAT 122 MATH FOR NURSING

Hours: 48 Credits: 3

Prerequisite(s): None

A review of fractions, decimals, ratios and proportions followed by a study of apothecary, household, and metric conversion factors and application of these in accurately solving dosage problems enabling safe administration of oral medicines and injectable drugs.

MAT 133 MERCHANDISING MATH

Hours: 48 Credits: 2

Prerequisite(s): None

Use of mathematical concepts in retailing. Specific application of these concepts to markups/markdowns, inventory turnover, and other basic formats.

MAT 153 FOOD PRODUCTION MATH

Hours: 48 Credits: 3

Prerequisite(s): None

Basic mathematical processes including fractions, decimals, percents, ratios, proportions, and measures relative to menus, portions, and production costs.

MAT 166 KITCHEN MANAGEMENT MATH

Hours: 48 Credits: 3

Prerequisite(s): MAT 153

Special emphasis is placed on the costs of doing business, including food, labor, space, and utilities. The student learns how to prepare budgets and profit and loss statements.

NUR 115 NUTRITION

Hours: 32 Credits: 2

Prerequisite(s): None

The study of nutritional needs in health and disease with special emphasis on the nutrients, their sources, and functions.

NUR 203 CONDITIONS OF ILLNESS

Hours: 96 Credits: 6

Prerequisite(s): SCI 101, MAT 122, and NUR 230

A study of the specific disorders affecting major body systems, commonly used therapeutic measures, and specific nursing care of the individual patient. Use of the components of the nursing process in the delivery of care is emphasized. Major conceptual themes include the view of nursing as a combination of nurturing and supportive activities which focus on motivation of the patient's inner resources as the patient adapts to a health crisis.

NUR 230 NURSING FUNDAMENTALS I

Hours: 160 Credits: 7

Prerequisite(s): None

A background in basic concepts of health care emphasizing the nursing process. Included are the basic theories and principles governing nursing care and basic concepts for the formulation of accurate medical language. Laboratory experiences are included to put theory into practice.

NUR 231 NURSING FUNDAMENTALS II

Hours: 112 Credits: 3

Prerequisite(s): SCI 101, MAT 122, and NUR 230

A continuation of NUR 230 including advanced nursing procedures. Laboratory experiences put theory into practice. Clinical experience will be provided at a nursing home.

NUR 235 PHARMACOLOGY

Hours: 64 Credits: 3

Prerequisite(s): SCI 101, MAT 122, and NUR 230

A study of medications with regard to significant physiological factors. The correlation of pharmacologic action and nursing responsibilities and the uniqueness of each patient and the patient's disorder is emphasized.

NUR 240 MATERNAL AND CHILD NURSING

Hours: 48 Credits: 3

Prerequisite(s): SCI 101, MAT 122, and NUR 230

Study of the prenatal, labor, delivery, and postpartum needs of the pregnant woman, the needs of the newborn, the physical and psychological growth and development of children, preventive pediatrics, and major abnormalities and diseases of children.

NUR 291 CLINICAL EXPERIENCE I

Hours: 140 Credits: 3

Prerequisite(s): NUR 231

Concurrent enrollment in: NUR 203, NUR 235, and NUR 240

Clinical experience provides for the application of skills and knowledge learned in the classroom to the medical-surgical, orthopedic, and oncologic clinical areas.

NUR 292 CLINICAL EXPERIENCE II

Hours: 496 Credits: 10

Prerequisite(s): NUR 291

Clinical experience provides for the application of skills and knowledge learned in the classroom and NUR 291 to obstetrics, pediatrics, and psychiatric nursing as well as to other specialized areas such as the doctor's office, emergency room, recovery room, and extended care facility.

NUR 293 CLINICAL SEMINAR

Hours: 32 Credits: 2

Prerequisite(s): None

Concurrent enrollment in: NUR 292

An introduction to a variety of health care topics and professionals in the community. Also, students will share individual concerns related to actual patient care in a confidential setting.

NUR 294 ORGANIZATIONAL BEHAVIOR

Hours: 48 Credits: 3

Prerequisite(s): None

Concurrent enrollment in: Nur 292 or consent of instructor

Theoretical framework for professional relationships, responsibilities, and communication skills for employment in a health care setting. Emphasis will be given to the exploration of basic management and leadership theory.

OPE 104 BASIC SURVEYING

Hours: 112 Credits: 5

Prerequisite(s): None

Basic principles of surveying and the use of surveying equipment such as level rods, engineers levels, and transits. Basic principles for measurements of angles and distances.

OPE 105 APPLIED SURVEYING

Hours: 50 Credits: 2

Prerequisite(s): OPE 104

Students will plan and layout projects undertaken by the program within the community. The student will participate in staking and controlling the project by using skills acquired in OPE 104. Emphasis will be on earthwork surveying.

OPE 106 SAFETY AND BASIC CONTROLS

Hours: 80 Credits: 2

Prerequisite(s): None

Orientation to the safe operation and basic control of crawler-tractors, scrapers, front-end loaders, motor graders, backhoes, trucks and other heavy equipment units. Sufficient time will be allowed for the development of basic machine operation skills.

OPE 107 OPERATIONAL SKILL BUILDING

Hours: 80 Credits: 2

Prerequisite(s): OPE 106

Advancement of basic skills in a more meaningful job-type situation. Proper understanding and operation of the heavy equipment will be pursued. Time will be allowed for development of proper operational techniques.

OPE 108 JOB SIMULATION

Hours: 300 Credits: 7

Prerequisite(s): OPE 106, OPE 107

Incorporates learned skills into entry-level, job-type industrial situations. Emphasis is on advanced equipment usage, problem definition and resolution, project-type earth moving assignments, proper equipment, and safety regulations. Course may allow participation in cooperative project efforts within the community.

OPE 113 SERVICE AND MAINTENANCE

Hours: 56 Credits: 2

Prerequisite(s): None

A study of the different types of lubricants and their applications, scheduled and preventive maintenance procedures, and importance of periodic service and maintenance. Also included will be study of safety procedures, regulations, and first aid.

OPE 117 ADVANCED SERVICE AND MAINTENANCE

Hours: 80 Credits: 2

Prerequisite(s): OPE 113

Basic principles of diesel engines, hydraulics, power trains, undercarriages, and other heavy equipment components. Students will develop basic mechanical skills and prepare program equipment for field activities.

OPE 128 INDUSTRY AND SPECIAL EQUIPMENT

Hours: 90 Credits: 4

Prerequisite(s): MAT 120

A study of the various industries in which the students may be employed, and the different types of equipment and equipment applications they will be required to use. Various earth moving principles will be studied along with production estimations, power requirements, and equipment cost calculations.

OPE 155 MACHINE SHOP/WELDING

Hours: 90 Credits: 2

Prerequisite(s): None

An introduction to welding processes and machining operations as they relate to the repair of heavy equipment. The course will include instruction in the care and use of hand tools, metals identification, and basic metallurgy as it relates to welding and machining.

PSY 100 INTRODUCTION TO PSYCHOLOGY

Hours: 48 Credits: 3

Prerequisite(s): None

An introduction to the basic concepts of human behavior.

PSY 110 PSYCHOLOGY OF THE WORKPLACE

Hours: 48 Credits: 3

Prerequisite(s): None

Development of skills needed to locate, obtain, and retain a job. Introduction to analyzing and solving "people-caused" problems in the workplace. Included are sections on understanding others' needs, and relationships within organizations.

RES 121 MEDICAL TERMINOLOGY

Hours: 24 Credits: 1

Prerequisite(s): None

A study of the language of medicine, terms specifically relating to body systems, and abbreviations.

RES 129 NURSING SKILLS

Hours: 48 Credits: 2

Prerequisite(s): None

An introduction to nursing-related knowledge and skills for such procedures as taking vital signs, patient safety, charting, masking, gowning, and gloving as it applies to tracheal aspiration and isolation. Includes various communication techniques.

RES 131 RESPIRATORY THERAPY THEORY I

Hours: 96 Credits: 4

Prerequisite(s): None

An orientation to basic respiratory therapy science with emphasis on theory and operation of related equipment including the following: aerosol generators, humidifiers, ultrasonic nebulizers, oxygen regulators, flowmeters, incentive spirometers, pulse oximeters, IPPB therapy, CPAP and oxygen delivery devices and EKG equipment. Cleaning and sterilization of respiratory therapy equipment is studied.

RES 132 RESPIRATORY THERAPY THEORY II

Hours: 64 Credits: 3

Prerequisite(s): RES 131

A continuation of RES 131. Such topics as volume ventilators, airway care, CPR, and tracheal aspiration are covered.

RES 140 CARDIOPULMONARY DIAGNOSTICS AND INTERPRETATION

Hours: 24 Credits: 1

Prerequisite(s): None

Concurrent: RES 131 or consent of instructor

Knowledge of cardiopulmonary diagnostic and laboratory tests. Interpretation and use of test results in clinical practice. Theory and mechanics of arterial blood gas machines are stressed. Students will research and report on individually assigned case studies.

RES 191 CLINICAL EXPERIENCE I

Hours: 288 Credits: 6

Prerequisite(s): RES 121, RES 129, RES 131, RES 140, RES 195.

Performance in the following competency areas: disinfection and sterilization, medical gas therapy, communication skills, chest physiotherapy, breathing exercises, aerosol therapy, lung expansion techniques, pulse oximetry, pulmonary function. Emphasis is placed on the student directly performing the clinical skills in a patient care setting.

RES 192 CLINICAL EXPERIENCE II

Hours: 256 Credits: 5

Prerequisite(s): RES 191

A continuation of clinical skills learned in RES 191 and additional competency in the following areas: airway care, ABG puncture, tracheal aspiration, ventilatory management, patient assessment, and communication skills.

RES 195 RESPIRATORY THERAPY LABORATORY I

Hours: 48 Credits: 1

Prerequisite(s): RES 131 or concurrent enrollment or consent of instructor

Basic clinical lab competencies for respiratory care are studied in a laboratory setting. Lecture and demonstration are included. Emphasis is placed on psychomotor skills for the following procedures: IPPB therapy, compressed gas cylinder safety, chest physiotherapy, hyperinflation therapy, humidity, aerosol and oxygen therapy.

RES 197 RESPIRATORY THERAPY LABORATORY II

Hours: 54 Credits: 1

Prerequisite(s): RES 195

Advanced clinical lab competencies for respiratory care are studied in a laboratory setting. Lecture and demonstration are included. Emphasis is placed on psychomotor skills for the following areas: ABG analysis, intubation, extubation, tracheal aspiration, tracheostomy care, manual resuscitators, static and dynamic compliance, mechanical ventilation, special ventilatory procedures. Orientation to the following volume ventilators is covered: MA-1, MA 2+2, and Puritan-Bennet 7200.

RES 202 RESPIRATORY PHYSIOLOGY

Hours: 64 Credits: 3

Prerequisite(s): None

A concise and in-depth study of cardiopulmonary-renal anatomy and physiology. Fundamental principles and their applications to clinical practice are stressed.

RES 225 PHARMACOLOGY

Hours: 48 Credits: 3

Prerequisite(s): None

An introduction to pharmacology as related to the cardiopulmonary system. Emphasis is placed on dosage, adverse effects, indications, and contraindications.

RES 231 RESPIRATORY ASSESSMENT AND THERAPEUTIC TECHNIQUES

Hours: 32 Credits: 2

Prerequisite(s): RES 131 or consent of instructor

Further study of the respiratory system with emphasis on patient assessment, therapeutic techniques, and their application in the clinical setting.

RES 232 RESPIRATORY PATHOLOGY AND DISEASE I

Hours: 16 Credits: 1

Prerequisite(s): RES 231

An in-depth analysis of cardiopulmonary diseases with emphasis on pathology and specific treatment.

RES 233 RESPIRATORY PATHOLOGY AND DISEASE II

Hours: 16 Credits: 1

Prerequisite(s): RES 232

A continuation of RES 232.

RES 241 PEDIATRICS AND PERINATOLOGY

Hours: 16 Credits: 1

Prerequisite(s): RES 132

A study of perinatal and pediatric respiratory care with emphasis on fetal development, resuscitation and care of the newborn, and pediatric diseases. Application of infant and pediatric ventilators is included.

RES 242 HOME CARE AND RESPIRATORY MANAGEMENT

Hours: 16 Credits: 1

Prerequisite(s): RES 132

A study of pulmonary rehabilitation, home care, and specialized pulmonary functions. Departmental organization and administration procedures are included. Students are required to give a presentation on an assigned topic.

RES 250 RESPIRATORY THERAPY SEMINAR

Hours: 24 Credits: 1

Prerequisite(s): None

Discussion of current journal articles, equipment, and case studies. A variety of topics will be covered and basic technical writing will be emphasized. A field trip to the Bird Airlodge and design lab will be scheduled.

RES 293 CLINICAL EXPERIENCE III

Hours: 224 Credits: 5

Prerequisite(s): RES 192

Performance in more advanced clinical skills areas such as: basic hemodynamic monitoring and calculations, special ventilatory procedures, basic X-ray interpretation, co-oximetry, bidirectional communication with physician. Each student is scheduled to observe open heart surgery, cardiac catheterization, and one-on-one physician rounds.

SCI 101 ANATOMY AND PHYSIOLOGY

Hours: 128 Credits: 6

Prerequisite(s): None

Basic knowledge necessary for students in health related programs. Emphasis is on normal anatomy and physiology with presentation of basic concepts in chemistry and microbiology as they relate to human anatomy and physiology.

SCI 102 ANATOMY

Hours: 48 Credits: 3

Prerequisite(s): None

Structures of the human body and their basic functions.

SCI 120 TECHNICAL PHYSICS I

Hours: 64 Credits: 4

Prerequisite(s): None

An introduction to the scope and terminology of physics. Included are a review of the different measurement systems and a summary of the mathematical techniques of vector algebra, forces, and laws of motion.

SCI 121 TECHNICAL PHYSICS II

Hours: 64 Credits: 4

Prerequisite(s): SCI 120

A study of the forces that produce change in motion. Thermodynamics, wave phenomena including both mechanical and electromagnetic waves, wave motion, sound, and optics are covered.

SEC 106 BUSINESS RECORDS CONTROL

Hours: 32 Credits: 1

Prerequisite(s): None

Safe and systematic arrangement and storage of materials so that they can be located quickly and easily when needed. Emphasis on the rules for alphabetic filing. Charge-out, transfer, and storage controls are covered.

SEC 107 KEYBOARDING

Hours: 48 Credits: 1

Prerequisite(s): None

Basic operation of keyboarding including the complete keyboard, numbers and symbols, centering, set up of short business letters, speed and accuracy on text material using IBM Personal System/2 microcomputers.

SEC 108 KEYBOARDING APPLICATIONS

Hours: 64 Credits: 2

Prerequisite(s): SEC 107

Care and operation of equipment using IBM Personal System/2 microcomputers, number drills, basic letters, tables, manuscripts, forms, corrections, multiple copies, drills and timings.

SEC 114 WORD PROCESSING

Hours: 80 Credits: 4

Prerequisite(s): SEC 108

WordPerfect software package used on the IBM Personal System/2 for creating and editing to produce business forms, business correspondence, mail merges, columnar projects, and reports. Business-related application projects, graphics, printer operation, and drills and timings which build speed and accuracy are included.

SEC 120 MACHINE TRANSCRIPTION

Hours: 48 Credits: 1

Prerequisite(s): SEC 108

Techniques of accurate and fast typewritten transcription from dictation cassette tapes. Increases competency in spelling, grammar, and punctuation.

SEC 125 TRANSCRIPTION AND TEXT EDITING

Hours: 32 Credits: 1

Prerequisite(s): SEC 120

Rapid and accurate transcription of taped material using a computer terminal as an input device. Includes making formatting and printing decisions to fit various types of business correspondence.

SEC 140 SPEEDWRITING

Hours: 80 Credits: 5

Prerequisite(s): None

Principles of Speedwriting Shorthand including principles and outlines, brief forms and abbreviations, dictation, and transcription.

SEC 141 STENOGRAPHY

Hours: 80 Credits: 5

Prerequisite(s): SEC 140

Includes an application of Speedwriting Shorthand principles, brief forms, abbreviations, dictation emphasizing building and refining speed and transcription skills. Accuracy in spelling, punctuation, and grammar in transcription are stressed.

SEC 149 INTRODUCTION TO MEDICAL TERMINOLOGY

Hours: 24 Credits: 1

Prerequisite(s): None

An introduction to medical word building using Greek and Latin word roots, combining forms, prefixes, and suffixes for formation of common medical terms which may be used in legal practice.

SEC 150 BEGINNING MEDICAL TERMINOLOGY

Hours: 48 Credits: 3

Prerequisite(s): None

A medical word building system using Greek and Latin word roots, combining forms, prefixes, and suffixes for formation of common medical terms.

SEC 153 INSURANCE PROCESSING

Hours: 32 Credits: 2

Prerequisite(s): SEC 161 or concurrent enrollment; or consent of instructor.

Preparation and processing of the following insurance forms: Medicare, Medicaid, Indian Health, CHAMPUS, Workers' Compensation, Blue Cross and Blue Shield, and Health Maintenance Organizations. Emphasis is on the total insurance billing picture including procedural and diagnostic coding to obtain maximum reimbursement.

SEC 155 MEDICAL SOFTWARE APPLICATIONS

Hours: 24 Credits: 1

Prerequisite(s): SEC 161 or concurrent enrollment; or consent of instructor.

A simulated computer practice using IBM Personal System/2 microcomputers and a medical software system to enter and update patient data, enter charges, payments and adjustments, and generate management reports.

SEC 156 MEDICAL TRANSCRIPTION I

Hours: 96 Credits: 3

Prerequisite(s): SEC 108 and SEC 120

Transcription of medical histories and other prerecorded medical dictation. Includes operation of transcribers, efficient techniques, spelling, grammar, punctuation, format, medical vocabulary, dictionaries, and reference books.

SEC 157 MEDICAL TERMINOLOGY

Hours: 48 Credits: 3

Prerequisite(s): SCI 102 or concurrent enrollment; and SEC 150

A system approach to medical word building including pathology of body systems, pharmacology, abbreviations, and special procedures such as radiographic, surgical, and laboratory. Systems covered are integumentary, gastrointestinal, respiratory, cardiovascular, and hematolymphatic.

SEC 158 MEDICAL TERMINOLOGY

Hours: 48 Credits: 3

Prerequisite(s): SCI 102 or concurrent enrollment; and SEC 150

A system approach to medical word building including pathology of body systems, pharmacology, abbreviations, and special procedures such as radiographic, surgical, and laboratory. Systems covered are musculoskeletal, urogenital, female reproductive, endocrine, and nervous. Units on special senses and oncology are included.

SEC 161 MEDICAL OFFICE PROCEDURES

Hours: 80 Credits: 3

Prerequisite(s): None

Basic attitudes and skills required for employment in a medical or dental office, clinic, or hospital. Focus is on reception duties, telephone techniques, appointment making, billing and collecting procedures, processing financial and medical records, correspondence, and basic medical assistance techniques.

SEC 175 OFFICE PROCEDURES

Hours: 48 Credits: 3

Prerequisite(s): None

Comprehensive study of the office environment and development of competencies to succeed in the business world. Emphasis on office technology, office relationships and policies, ergonomics, work force issues, business ethics, time management, stress management, mail processing, office equipment and reprographics, and special office tasks.

SEC 176 MODEL OFFICE

Hours: 64 Credits: 2

Prerequisite(s): PSY 110 and SEC 175

A simulated office experience to apply previously learned skills using IBM electronic typewriters and IBM Personal System/2 microcomputers.

SEC 183 LEGAL TRANSCRIPTION I

Hours: 96 Credits: 3

Prerequisite(s): LEG 180

Operation of transcribing equipment and development of transcribing techniques, with competence in spelling, grammar, punctuation, and legal formatting for the preparation of legal documents.

SEC 223 ELECTRONIC OFFICE TECHNOLOGY

Hours: 48 Credits: 2

Prerequisite(s): SEC 108

Enhancement of secretarial, data entry, and word processing skills through lectures, field trips, and research involving technological advancements, current literature, telecommunications, and equipment selection. Hands-on experience in electronic mail, filing, and message distribution.

SEC 257 MEDICAL TRANSCRIPTION II

Hours: 96 Credits: 3

Prerequisite(s): SEC 156

Advanced medical transcription using WordPerfect on the IBM Personal System/2 microcomputer with emphasis on format and surgical reports, with first-time mailable accuracy and completion of medical vocabulary exercises. Timed writings for speed building. AMRA Medical Transcription certificates awarded upon successful completion.

SEC 275 LEGAL COMMUNICATIONS

Hours: 24 Credits: 1

Prerequisite(s): SEC 183

Composition and preparation of routine written legal communications including letters, memos, messages, file notations, and documents. Emphasis on correct word usage, sentence structure, spelling punctuation, format, and proofreading.

SEC 284 LEGAL TRANSCRIPTION II

Hours: 96 Credits: 3

Prerequisite(s): SEC 114 and SEC 183

Advanced legal transcription using WordPerfect on the IBM Personal System/2 microcomputer. Emphasis on court documents using the Harvard system of legal citation. Students work from lawyer-dictated tapes, prepare an appeal brief, and dictate standard legal documents.

SEC 292 SECRETARIAL INTERNSHIP

Hours: 96 Credits: 2

Prerequisite(s): Consent of instructor

On-the-job training in the community in positions related to each student's career goal in the secretarial field. This experience increases students' skills, prepares them for initial employment and advancement on the job, and increases occupational awareness and professionalism. Students work a minimum of 10 hours each week at an approved site and attend a weekly one-hour seminar.

SEC 293 MEDICAL OFFICE INTERNSHIP

Hours: 160 Credits: 3

Prerequisite(s): Consent of the instructor

On-the-job training in the community in positions related to each student's career goal in the medical office field. This experience increases students' skills, prepares them for initial employment and advancement on the job, and increases occupational awareness and professionalism. Students work a minimum of 19 hours each week at an approved site and attend a weekly one-hour seminar.

SET 110 ELECTRICAL SYSTEMS

Hours: 80 Credits: 3

Prerequisite(s): None

Instruction includes the study of small engine electrical systems, their components, and the testing of these components using the multimeter and other electrical test equipment. Included are magnetism, basic electricity, ignition systems, spark plugs, and batteries.

SET 111 LAWN AND GARDEN EQUIPMENT

Hours: 120 Credits: 3

Prerequisite(s): None

Specific instruction is given on lawn mowers, trimmers, rototillers, and their related components as used in domestic and commercial lawn and garden care. The use of parts manuals, repair manuals, and microfiche is included.

SET 120 ELECTRICAL SYSTEMS AND TUNE-UP

Hours: 80 Credits: 2

Prerequisite(s): SET 110

Cranking motors, charging systems, electrical troubleshooting, reading wiring diagrams, and tune-up are all covered in detail for the types of machines and equipment being repaired in the shop.

SET 121 RELATED METALS PROCESSES I

Hours: 80 Credits: 2

Prerequisite(s): None

This basic metalworking course covers fasteners, layout, bench metal, heat treating, threads and threading, basic machining, tool sharpening, soldering, and brazing.

SET 130 RELATED METALS PROCESSES II

Hours: 80 Credits: 2

Prerequisite(s): None

The repair of metal objects through oxyacetylene welding, arc welding, MIG welding, and TIG welding.

SET 122 CHAIN SAWS

Hours: 120 Credits: 3

Prerequisite(s): None

Detailed instruction is given in the major overhaul, repair, tune-up, and maintenance of major brands of chain saws as well as bar maintenance and repair, chain sharpening, and troubleshooting.

SET 131 SNOW MACHINE ENGINES AND COMPONENTS

Hours: 80 Credits: 2

Prerequisite(s): None

The maintenance and repair of snowmobile engines, drive units, tracks, suspension, frames, brakes, and other related components are covered.

SET 132 INDUSTRIAL AND HEAVY DUTY EQUIPMENT

Hours: 120 Credits: 3

Prerequisite(s): None

Instruction is given on larger heavy duty engines and equipment such as pumps, generators, welders, and riding tractors. Related units include gear and hydrostatic transmissions, pump repair, gaseous fuel systems, failure analysis, and cylinder boring.

SET 140 MOTORCYCLES AND ATVS

Hours: 160 Credits: 4

Prerequisite(s): None

A study of the operation, function, and repair of engines, frames, suspension, brakes, and wheels of the major brands as well as the procedures involved in diagnosis and repair of these units.

SET 141 OUTBOARD MOTOR REPAIR AND MAINTENANCE

Hours: 120 Credits: 3

Prerequisite(s): None

Instruction includes classroom and lab activities on powerheads, lower units, water pumps, tune-up, storage, and propping of outboard motors of 50 h.p. and under.

SUR 102 SAFE PATIENT CARE AND OPERATING ROOM TECHNIQUES

Hours: 90 Credits: 6

Prerequisite(s): None

Responsibilities of the surgical technologists in the circulating assistant and scrub roles and related nursing procedures are discussed as they relate to Association of Operating Room Nurses standards of practice. Includes a study of medical terminology.

SUR 105 MINOR AND MAJOR SURGICAL PROCEDURES

Hours: 210 Credits: 10

Prerequisite(s): SUR 102

Description of specific procedures in 12 specialties through the preoperative, operative, and postoperative stages. Included are minor general surgery; scopic-diagnostic; gastric-intestinal; orthopedic; genito-urinary; obstetric/gynecology; ophthalmic; cardio-vascular; thoracic; neurological; plastic-constructive; and ear, nose, and throat.

SUR 191 CLINICAL EXPERIENCE I

Hours: 32 Credits: 1

Prerequisite(s): None

Concurrent enrollment: SUR 102

Orientation to the physical organization of the surgical suite, observation of surgical procedures, and demonstration of operating room techniques.

SUR 192 CLINICAL EXPERIENCE II

Hours: 336 Credits: 7

Prerequisite(s): SUR 191

Demonstration of a safe level of knowledge and practice of surgical technique through assisting in circulating and scrub roles. Progression from first scrub on minor procedures to first scrub on major procedures.

SUR 193 INTERNSHIP

Hours: 204 Credits: 4

Prerequisite(s): SUR 192

Development of surgical scrub techniques through preceptorship at various surgical facilities throughout the state, and taking "call" for emergency surgeries.

TRK 101 INTRODUCTION TO THE TRUCKING INDUSTRY

Hours: 40 Credits: 1

Prerequisite(s): None

Industry background, demands and needs, qualifications, and disqualifications of professional drivers. Exposure to problems and benefits of commercial truck operation.

TRK 102 VEHICLE OPERATIONS I

Hours: 80 Credits: 2

Prerequisite(s): None

Basic operational experiences of turning, backing, starting, stopping, hooking, and unhooking. Development of basic tractor/trailer handling skills.

TRK 103 VEHICLE MECHANICAL OPERATION

Hours: 20 Credits: 1

Prerequisite(s): None

Operation of seven basic truck control and operational systems. Activities are directed toward the student gaining a working knowledge of basic over-the-road mechanical operation.

TRK 104 VEHICLE MAINTENANCE

Hours: 40 Credits: 1

Prerequisite(s): None

Practical experience in preventive maintenance methods and techniques such as oil changes, chassis lubrication, brake adjustment and basic troubleshooting.

TRK 105 LAWS, REGULATIONS, AND SAFETY

Hours: 40 Credits: 1

Prerequisite(s): None

Trip planning, hours of service regulations, state and federal laws, legal aspects of commercial truck operations, industry documentation and federal driver requirements are covered.

TRK 106 VEHICLE OPERATIONS II

Hours: 160 Credits: 4

Prerequisite(s): TRK 102

Concentrated activities centered on safe highway operation of tractor/trailer vehicles. Skill development in backing, driving, shifting, loading, and unloading of freight. Time will be divided between city, rural, and mountain driving.

TRK 107 VEHICLE OPERATIONS III

Hours: 160 Credits: 4

Prerequisite(s): TRK 106

Continuation of on-highway driving exercises with added concentration on extreme operating conditions and practices. Students will attend industry orientations and operating practice sessions.

WEL 104 WELDING METALLURGY

Hours: 80 Credits: 3

Prerequisite(s): None

Covers the manufacturing of iron and steel. Examination of physical and mechanical properties. Phase changes with the application of heating and cooling cycles. Ferrous crystal types and properties. Suggested welding procedures for low, medium and high carbon steels, alloy steels and cast iron.

WEL 105 INTRODUCTION TO WELDING

Hours: 160 Credits: 4

Prerequisite(s): None

Welding theory and practice at an introductory level with shielded metal arc welding (SMAW), oxyacetylene welding (OAW) and gas tungsten arc welding (GTAW). Practical welding with low carbon mild steel sheet and plate in the flat, horizontal, and vertical positions. Oxy/fuel gas cutting, shearing, and grinding are used for metal preparation.

WEL 106 INTERMEDIATE WELDING

Hours: 160 Credits: 4

Prerequisite(s): WEL 105

Continuation of WEL 105. Shielded metal arc welding (SMAW) of plate to American Society of Mechanical Engineers (ASME) specifications in the flat, vertical, horizontal and overhead positions with low hydrogen electrodes. Gas tungsten arc welding (GTAW) of aluminum and stainless steel in the flat and horizontal positions. Gas tungsten arc welding (GTAW) of low carbon steel pipe, gas metal arc welding (GMAW) of low carbon steel plate. Plasma arc cutting and air carbon arc cutting are introduced.

WEL 107 ADVANCED WELDING

Hours: 160 Credits: 4

Prerequisite(s): WEL 106

Shielded metal arc welding (SMAW) of pipe to American Society of Mechanical Engineers (ASME) specifications. Advanced techniques with gas metal arc welding (GMAW) spray transfer. Introduction of flux cored arc welding (FCAW) and submerged arc welding (SAW) theory and practice on heavy plate.

WEL 108 FABRICATION AND AUTOMATION

Hours: 160 Credits: 4

Prerequisite(s): None

Student-designed projects will be fabricated using hand and machine tools common to the welding industry. Emphasis is placed upon accurate layout, preparation, assembly and welding. Automation systems are reviewed and used to the extent possible.

WEL 109 WELDING CERTIFICATION AND CODES

Hours: 80 Credits: 3

Prerequisite(s): None

Fundamental concepts and requirements of the American Society of Mechanical Engineers (ASME) and American Welding Society (AWS) are examined. Through laboratory experience students are provided the opportunity to qualify (certify) under the above two mentioned codes.

WEL 110 BLUEPRINT READING AND DEVELOPMENT

Hours: 80 Credits: 3

Prerequisite(s): None

Practical experience in reading and drawing orthographic projections, interpreting dimensions, notes, scales, and welding symbols. Isometric projection (pictorial), sections and auxiliary views with practical experience using conventional drafting tools and computer aided drafting (CAD).

WEL 111 LAYOUT TECHNIQUES

Hours: 40 Credits: 2

Prerequisite(s): None

Encompasses layout on material of various shapes utilizing blueprints and practical layout techniques on pipe and structural steel. Use of contour markers and a review of geometric construction. Computation of appropriate costs is included.

WEL 155 WELDING METAL PROCESSES I

Hours: 40 Credits: 2

Prerequisite(s): None

Fundamental metalworking course covering fasteners, precision measurement tools, layout as relates to machining, internal/external threading, drills, drilling, and basic hand tools.

WEL 156 WELDING METAL PROCESSES II

Hours: 40 Credits: 2

Prerequisite(s): WEL 155

Continuation of WEL 155 introducing the techniques of fundamental machine tool operations. Includes operations on the horizontal band saw, lathes, vertical, and horizontal milling machines. Emphasis is placed on proper work holding techniques and basic maintenance.

STUDENT BILL OF RIGHTS, RESPONSIBILITIES, AND CONDUCT



CHARLES COUTURE, SUPERVISOR OF
STUDENT AND PUBLIC AFFAIRS

FREEDOM OF DISCUSSION

Freedom of discussion must be protected and expression of views must not be inhibited, but be within the parameters of classroom activity. The instructors have the responsibility of maintaining a classroom environment conducive to the learning of the subject, but their authority must not be used solely to suppress the expression of views contrary to their own. It is the responsibility of the students to support the instructors' efforts to assure freedom of expression and to maintain order.

Students are responsible for learning the content of any course for which they are enrolled. Instructors shall provide for the student every available opportunity for the accomplishment of this goal. Requirements of attendance, participation in classroom discussion, and submission of written and laboratory or shop exercises are not inconsistent with this section.

Evaluation of student performance by instructors shall be based upon established proficiency levels. Evaluation shall under no circumstances be prejudicial or capricious. Instructors will be expected to state course content and objectives at the beginning of each term and throughout the term as need arises.

CAMPUS EXPRESSION

Discussion and expression of all views within the institution shall be limited only by civil and criminal law.

Missoula Vocational Technical Center students shall have the right to be interviewed on campus by any lawful organization desiring to recruit at the institution. Missoula Vocational Technical Center students may protest against any such organization provided that protest does not interfere with any other individual's right to have such an interview, or does not interfere with the privilege of the recruiting personnel to hold said interview.

CAMPUS ORGANIZATION

Organizations can be established by Missoula Vocational Technical Center students within the institution for any lawful purpose.

The institution shall make available the use of its facilities by members of the institution's community. Facilities may be assigned to Missoula Vocational Technical Center students for meetings, special programs, and for programs open to the public. Conditions may be imposed to regulate requests and to determine the appropriations for the space assigned to Missoula Vocational Technical Center students for meetings, special programs open to the public, and institution scheduled activities. Preference in assignments shall be given to programs instituted by Missoula Vocational Technical Center. The Board of Regents shall delegate to the administration the authority for the assignment of the facilities. Physical abuse of assigned facilities shall result in demands for restitution for damages from the sponsoring party or parties.

No Missoula Vocational Technical Center student or group may use the institution's name in purporting to be representative of the Institution or any of its various organizations or sections without the expressed permission of those they wish to represent.

CAMPUS MEDIA

Anyone may distribute extra-curricular leaflets, posters, and pamphlets on campus with prior authorization of the Director of the institution. Authorization for distribution of material shall be based solely on existing publicity guidelines and shall be neither prejudicial nor capricious.

All institution published and financed communications in which editorial comment is included shall explicitly state the source on the editorial page or in broadcast, whether student government, student body, administration, or faculty.

STUDENT GOVERNMENT

Student government exists at the will of the students of Missoula Vocational Technical Center. The name of this organization is Missoula Vocational Technical Center Associated Students (MVTCAS). All students registered in postsecondary occupational training programs are active members of this association.

The government and activities of the association shall be carried on throughout the association as a whole with a general governing body known as Student Council; special standing committees as provided for in the MVTCAS constitution; and any other associated organization that may be deemed necessary by the association. The officers of the association are president, vice president, and secretary.

All affairs and activities of MVTCAS shall be under the control and supervision of Student Council. Student Council shall be the president, vice president, and secretary of MVTCAS and representatives from the various MVTC occupational training programs. Elections for student government are held each fall semester.

A faculty advisor is appointed by the Missoula Vocational Technical Center Director. MVTC students are encouraged to take an active part in student government.

STUDENT PARTICIPATION

On questions of institution policy, the Board of Regents and its representatives shall utilize the advice and assistance of students. The Board alone, however, will serve as the final policy-making body. On questions of the institution's administrative regulations, the Director and his/her representatives shall utilize the advice and assistance of students. The Director alone, however, will serve as the final decision-maker.

STUDENT RIGHTS TO PRIVACY

Missoula Vocational Technical Center students shall have the same rights of privacy as any other citizen and shall surrender none of these rights by becoming members of the institution's community. No inquiry shall be made into the private activities of Missoula Vocational Technical Center students away from the campus, where their behavior is subject to regulation and control by public authorities.

ACCESS TO STUDENT RECORDS

The privacy and confidentiality of student records shall be preserved. Student records, supporting documents, and other student files shall be maintained only by regularly employed members of the institution's staff employed for that purpose. The proper institution officials may maintain files on each of the following:

1. Unofficial academic records (instructors)
2. Official academic records and supporting documents (Admissions and Registrar's Office)
3. Primary and secondary records of discipline proceedings (Supervisor of Student and Public Affairs)
4. Financial Aid Office
5. Placement records (Placement Office)

No entry shall be made on a student's official academic record, and no disciplinary or evaluative document or commentary may be placed in his/her file(s) without prior written notice to the student. Any student challenging the accuracy of an entry or the presence of any item has the right to appeal through the standard grievance procedures.

Access to their records and files is guaranteed every student, subject only to reasonable institution regulations as to time, place, and supervision. A copy of any and all of their records and files shall be made available to the student upon request, subject to a reasonable charge.

Except as required by state and federal regulations, no record may be kept in relation to any of the following matters except with the expressed written consent of the student: race; religion; political and social views; sex; membership in any organization other than honorary and professional organizations directly related to the educational process; handicap.

Most information in any student's file may not be released to anyone, except with prior written consent of the student concerned, or as stated below:

1. The institution may, without consent of the student or applicant, release information about the student or applicant to the following persons or agencies:
 - A. Teachers and other school officials with Missoula Vocational Technical Center who have a legitimate educational interest.
 - B. Authorized representatives of (1) the Comptroller General of the United States; (2) the Board of Regents of Higher Education and the Montana University System staff, so long as the intended use of the data is consistent with the Board's statutory powers and responsibilities.
 - C. Agencies requiring information in connection with a student's application for receipt of financial aid.
2. Information as to whether or not a student is currently enrolled as a student at Missoula Vocational Technical Center may be available upon verbal or written request.
3. The following data may be given any inquirer: name; program of enrollment; degrees; diplomas or certificates awarded; honors; date of completion; address; and telephone number. Any student wanting any or part of this information to remain confidential must inform the Admissions Office in writing.
4. Properly identified officials from federal, state, and local government agencies may be given any information required under legal compulsion.

Except as required by law, no record may be preserved beyond graduation for more than one calendar year except: academic records subject to the limitations of nondisclosure, placement records, financial records on continuing obligations, disciplinary records restricted to the nature of offense and action taken.

STUDENT DISCIPLINE

Personnel of Missoula Vocational Technical Center have the responsibility to provide and maintain an educational environment that is conducive to learning. This environment will be maintained not only in the classroom, but also on all MVTC premises. In addition, this environment will be maintained in all MVTC sponsored activities which are not held on MVTC premises. It is the belief of Missoula Vocational Technical Center Administration that physical and verbal abuse of any person by another is not conducive to learning; therefore, it will not be tolerated.

Other rules, regulations and policy statements published in the Missoula Vocational Technical Center catalog, brochures, handbooks, and affiliate training facilities policy handbooks will be enforced to enhance the learning environment. Failure to abide by such regulations can result in suspension of the offending student.

VIOLATION OF THE LAW AND INSTITUTION DISCIPLINE

The institution may institute its own proceedings against a student who violates a criminal law on campus which is also a violation of published institution regulation.

If a student is arrested, indicted for, or convicted of an off-campus violation of law, the matter shall be of no disciplinary concern to the institution unless the student is incarcerated and unable to comply with academic requirements.

The institution is concerned on behalf of the rights and best interest of all students. Law enforcement officers are asked to inquire at the administrative offices for a building administrator and proceed with his/her cooperation in contacting students. A student may request an institution official be present during questioning. At no time will an administrator allow a police officer to take a student from any MVTC building without a warrant, court order, arrest, or permission of the student.

STUDENT SANCTIONS

The following sanctions may be imposed upon students and shall, ordinarily, be administered in sequence.

1. Admonition: an oral statement to a student that he/she is violating or has violated rules.
2. Warning: notice, orally or in writing, that continuation or repetition of conduct found wrongful, within a specific period of time stated in the warning, may be cause for more severe disciplinary action.
3. Censure: a written reprimand for violation with or without stipulation regarding forfeiture of privileges, including the possibility of more severe disciplinary sanctions in the event of a violation of any institution regulation. This censure may be imposed by the Supervisor of Student and Public Affairs.
4. Restitution: reimbursement for damage to, or misappropriation of property with written student agreement of terms. This may take the form of appropriate service or other compensation.
5. Suspension: dismissal from the institution as set forth to the student by written notice for a definite period of time, no longer than one semester.
6. Indefinite Suspension: dismissal from the institution as set forth to the student, by written notice, without a date established for the privilege of applying for readmission. Such application is to be reviewed and acted upon by the Supervisor of Student and Public Affairs.

7. Expulsion: permanent or conditional separation from the institution requires action of the Director. Such action shall be taken on the recommendation of the Supervisor of Student and Public Affairs. The recommendation shall have been preceded by communication to the student by the Supervisor of Student and Public Affairs. A written report shall be filed with the Director by the Supervisor of Student and Public Affairs stating motivation and justification for the recommendation. The Director will communicate in writing the action taken on the recommendation to the student and Supervisor of Student and Public Affairs.

Any disciplinary action may be recorded in a separate file (apart from the personal academic school file) in the office of the Supervisor of Student and Public Affairs. The Supervisor of Student and Public Affairs shall have the power to delete from the student's file any or all disciplinary records. All students have the right to show cause before the Supervisor of Student and Public Affairs as to reasons for the deletion from the files of any or all disciplinary records. Appeals for the deletion of disciplinary records are subject to the standard grievance procedure.

No sanction may be imposed for a violation of any institution rule or regulation that has not been published and been made freely available to all students.

GRIEVANCE PROCEDURE

A grievance procedure has been developed and accepted as the standard procedure for all student/public complaints. The following grievance procedure should be used by those persons who feel they have a grievance.

If one has a grievance, the first step is to try to resolve it in an informal manner.

If the informal approach does not resolve the complaint, then a standard grievance form, available in the Registrar's Office, should be completed and submitted by the grievant to the Supervisor of Student and Public Affairs. The Supervisor of Student and Public Affairs will provide a copy of the grievance to the agrieved. It is expected the grievant will recognize the purpose of the written grievance procedure is to resolve the complaint promptly and without the need for formal administrative or legal proceedings. The written statement should explain who was grieved; in what way; by whom; when the grievance took place; who was harmed by the grievance; who can be contacted for further information; the name, address, and telephone number of the grievant; and as much background information as possible. Ten school days are provided for the resolution of the grievance between the grievant and agrieved.

If the grievance is not settled within a reasonable amount of time (ten school days after the receipt of the written statement) the grievant has the right to request a hearing. A committee appointed by the Director, will be charged with the fair and impartial investigation and hearing of the grievance. The basic principles of due process will be adhered to during the hearing, including the rights of confrontation, cross-examination, and the presentation of witnesses necessary to develop facts pertinent to the grievance. Within ten school days of the request for the hearing the committee will present its findings and recommendation to the Director. Within five days, the Director will communicate his or her decision to all parties in writing.

If the grievant is not satisfied with the decision, the decision may be appealed to the Commissioner of Higher Education.

The grievant may file a complaint of discrimination at any time with either the Montana Human Rights Commission, Room C-137, Cogswell Building, Helena, MT 59620, or the Department of Education Office for Civil Rights, Region VIII, 1961 Stout Street, Denver, CO 80294. The appropriate forms can be obtained by contacting the respective offices.

Retaliation and/or harassment against anyone who lodges a complaint/grievance, gives evidence and/or participates in a hearing is strictly forbidden by both state and federal laws.

COMMUNICATION WITH STUDENTS

Communication with students is accomplished in a number of ways. A bulletin may be read periodically by instructors. Students are asked to respond to items in the bulletin that are applicable to them. Each building on the campus has a bulletin board where the bulletins are posted. If students miss the reading of the bulletin, they are to check these bulletin boards.

Each student has a mailbox assigned. The mailbox is the primary method of communication between the school and students. If students forget their mailbox numbers, they should check with the Admissions Office.

Messages of a personal nature will be delivered to students only in cases of serious emergencies.

PARKING/VEHICLE REGISTRATION

Parking areas for students are provided near all building sites. The site at 909 South Avenue West has parking for students to the south of the Administration Building. An additional parking area is provided across South Avenue by the Eagles Royal Manor. The site at 3639 South Avenue West has parking for students to the east of the Trade and Technology Building. All parking areas are appropriately marked.

Vehicles must be registered, display a parking decal and be appropriately parked in the correct lot if a parking ticket is to be avoided. Parking decals are to be affixed to the driver's side rear bumper of each vehicle.

Handicap parking arrangements can be made with the Business Office.

During registration, a vehicle registration form is provided for all students wishing to use Missoula Vocational Technical Center parking lots. After completing the vehicle registration form, a parking decal will be issued. Students desiring to register vehicles after registration should stop at the Business Office for the necessary vehicle registration form and parking decal.

Students parking in unauthorized lots may have their vehicles ticketed. Such tickets are payable at the City of Missoula Parking Commission Office.

SMOKING/EATING

Because of safety and health regulations, fire hazard and courtesy, smoking and eating is prohibited in classrooms, laboratories, shops, and corridors. Smoking and eating areas are identified in various campus buildings.

ALCOHOL/DRUGS

No alcoholic beverages may be brought, possessed, or consumed on campus. Persons appearing to be intoxicated are not allowed on the campus. Possession, transportation, and/or the use of any illegal drug on campus is prohibited.

UNPAID BILLS

Students who owe bills to the institution for fees, fines, and other charges are not permitted to register for the succeeding semester or secure transcripts until the obligation is paid or satisfactorily adjusted.

CLOTHING AND BOOKS

There is provision for storing unnecessary clothing and books along corridor walls. It should be cautioned, however, that the method of storage does not provide security. This storage space is designed for short-term storage throughout the day. Any items remaining after the day's activities will be taken to the lost and found or the office in the Trade and Technology Building. To recover an item that has been lost, identification of that item is required in the form of a full description.

STUDENT ACCIDENT INSURANCE

Students are covered by accident insurance while involved in school activities. There is no health insurance. The insurance coverage provided by the institution is for accidents only while an individual is involved in institution activities. This coverage does not apply to intramural athletics. Students not having health insurance are encouraged to obtain insurance coverage.

ADMINISTRATORS



JIM TAYLOR, SUPERVISOR OF
ADMINISTRATIVE AFFAIRS

Couture, Charles; Supervisor of Student and Public Affairs/Admissions Officer/Registrar; B.S., 1967, Western Montana College; M.A., 1969, University of Montana; at MVTC since 1969.

Lerum, Dennis, Ed.D.; Director; B.S., 1966, M.S., 1966, Stout State University; Ed.D., 1984, University of Montana; 5 yrs. related work experience; at MVTC since 1967.

Moore, Claudia, Ph.D.; Supervisor of Academic Affairs; B.S., 1974, University of Texas; Ph.D., 1983, University of Minnesota; 5 yrs. related work experience; at MVTC since 1988.

Taylor, James, Ph.D.; Deputy Director and Supervisor of Administrative Affairs; B.S., 1960, M.Ed., 1970, University of Montana; Ph.D., 1977, Colorado State University; at MVTC since 1968.

FACULTY



Left to Right

ROBERT BURGER, INSTRUCTOR, OFFICE TECHNOLOGY
ROBERT WAFSTET, INSTRUCTOR, RESPIRATORY THERAPY TECHNOLOGY
JIM WENDEROTH, INSTRUCTOR, GENERAL AND RELATED EDUCATION
KAREN HILL, INSTRUCTOR, GENERAL AND RELATED EDUCATION
ED MOORE, INSTRUCTOR, GENERAL AND RELATED EDUCATION

Left to Right

ROSS LODAHL, INSTRUCTOR, COMMERCIAL FOOD PREPARATION
FRANK SONNENBERG, INSTRUCTOR, KITCHEN PRODUCTION MANAGEMENT

Absher, Robert; Heavy Equipment Operation; B.A., 1981, University of Montana; 8 yrs. related work experience; at MVTC since 1984.

Altenbrun, Larry; Office Technology; B.A., 1972, M.Ed., 1978, University of Montana; 6 yrs. related work experience; at MVTC since 1973.

Atkin, Steven; Resource Center Librarian; B.A., 1972, M.Ed., 1976, University of Montana; at MVTC since 1982.

Bottomly, Rhea; Counselor; B.F.A., 1976, University of Utah; M.A., 1987, University of Montana; at MVTC since 1988.

Burger, Robert, Ph.D.; Accounting/Office Technology/Retail and Fashion Merchandising; A.A., 1968, Dawson College; B.S., 1969, Eastern Montana College; M.S., 1971, Montana State University; Ph.D., 1980, Colorado State University; 18 yrs. related work experience; at MVTC since 1971.

Burke, Daniel; Financial Aid Officer; B.S., 1970, Western Montana College; M.Ed., 1984, Northern Montana College; at MVTC since 1978.

Chase, Alfred; General and Related Education; A.S., 1960, University of Massachusetts; B.S., 1964, M.S., 1968, University of Montana; 14 yrs. related work experience; at MVTC since 1969.

Christensen, Leesa; Fashion and Retail Merchandising; 9 yrs. related work experience; at MVTC since 1987.

Dunn, Gerald; Heavy Equipment Mechanics; B.S., 1965, Montana State University; M.Ed., 1987, Northern Montana College; 6 yrs. related work experience; at MVTC since 1979.

French, William; Electronics Technology; A.A.S., 1975, North Seattle Community College; B.S., 1977, Western Washington State College; 7 yrs. related work experience; at MVTC since 1981.

Gitlin, David, R.N.; Practical Nursing; B.S.N., 1984, Montana State University; 5.5 yrs. related work experience; at MVTC since 1988.

Gitlin, Dianne, R.N.; Practical Nursing; Diploma, 1975, St. Joseph's Hospital; B.S.N., 1967, Russel Sage College; M.S.N., 1975, Syracuse University; 18 yrs. related work experience; at MVTC since 1987.

Hill, Karen, R.N.; Practical Nursing; General and Related Education; B.S.N., 1964, University of Nebraska; 15 yrs. related work experience; at MVTC since 1984.

Hinricher, Carol; Computer Technology/Office Technology; B.A., 1973, University of Montana; M.S., 1983, Montana State University; 3 yrs. related work experience; at MVTC since 1974.

Jakes, Penny; Computer Technology/Office Technology; B.S., 1970, Montana State University; M.Ed., 1981, University of Montana; 3 yrs. related work experience; at MVTC since 1973.

Kiner, Patricia; Accounting/Office Technology; 10 yrs. related work experience; at MVTC since 1969.

Laingen, Curt; Commercial Truck Operation; 15 yrs. related work experience; at MVTC since 1986.

Lizotte, James; Small Engine and Equipment Technology; B.S., 1966, M.S., 1967, Stout State University; 2 yrs. related work experience; at MVTC since 1974.

Lodahl, Ross; Commercial Food Preparation; Certificate, 1967, Spokane Community College; 17 yrs. related work experience; at MVTC since 1986.

Micheletto, Vicki; Office Technology; B.S., 1968, Eastern Montana College; M.Ed., 1986, University of Montana; 6 yrs. related work experience; at MVTC since 1980.

Miller, Charles, R.R.T.; Respiratory Therapy Technology; B.S., 1972, University of Central Florida; M.S., 1976, Indiana University; 14 yrs. related work experience; at MVTC since 1986.

Moore, Ed; General and Related Education; B.A., 1976, University of Montana; M.Ed., 1988, University of Montana; 9 yrs. related work experience; at MVTC since 1977.

Newman, Colleen, R.N.; Practical Nursing; A.D.N., 1960, B.S.N., 1977, M.S.N., 1988, Montana State University; 23 years related work experience; at MVTC since 1977-81, 1983-present.

Pattee, Bobette, R.N.; Surgical Technology; Diploma, 1971, Jennie Edmundson School of Nursing; B.S.N., 1986, Clarkson College of Nursing; 4 yrs. related work experience; at MVTC since 1974.

Rice, Steven; Electronics Technology; A.D., 1969, B.S.E.E., 1973, Valparaiso Technical Institute; B.S., 1973, Ball State University; 8 yrs. related work experience; at MVTC since 1984.

Schimke, Thomas, M.D.; Respiratory Therapy Technology Medical Director; M.D., 1965, University of Pennsylvania; 18 yrs. related work experience; at MVTC since 1976.

Scott, Carl; Heavy Equipment Mechanics; 23 yrs. related work experience; at MVTC since 1984.

Shook, Robert; Welding Technology; B.A., 1971, University of Northern Colorado; M.S., 1988, Utah State University; 8 yrs. related work experience; at MVTC since 1979.

Sonnenberg, Frank; Kitchen Production Management; B.A., 1971, University of Montana; Certificate, 1974, Missoula Vocational Technical Center; 15 yrs. related work experience; at MVTC since 1986.

Stocking, Lynn; Computer Technology/Office Technology; B.S., 1974, M.Ed., 1987, University of Montana; 5 yr. related work experience; at MVTC since 1977.

Tabish, Rhonda; Computer Technology; Certificate, 1974, Missoula Vocational Technical Center; 6 yrs. related work experience; at MVTC since 1980.

Taylor, Marilyn; Office Technology; B.S., 1971, M.S., 1973, Montana State University; 5 yrs. related work experience; at MVTC since 1975.

Wafstet, Margaret, R.N.; Practical Nursing; B.S.N., 1973, University of Wyoming; M.S.N., 1980, Montana State University; 6 yrs. related work experience; at MVTC since 1981.

Wafstet, Robert, R. R. T.; Respiratory Therapy Technology; B.S., 1972, Gonzaga University; M.S., 1974, Eastern Washington University; B.S., 1976, Rockhurst College; 4 yrs. related work experience; at MVTC since 1979.

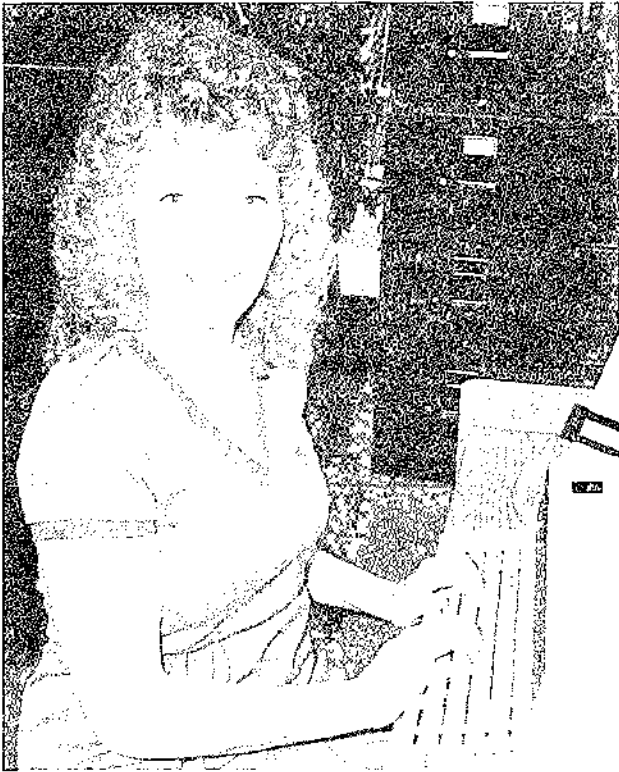
Wenderoth, James; General and Related Education; B.S., 1971, East Carolina University; M.Ed., 1981, University of Montana; 8 yrs. related work experience; at MVTC since 1978.

Woodard, Malcolm; Computer Technology/Electronics Technology; B.S., 1950, M.S., 1953, University of Washington; 15 yrs. related work experience; at MVTC since 1973.

Woodbury, Carolyn; Accounting/Office Technology; B.S., 1959, University of Minnesota; CPA, 1987, 3 yrs. related work experience; at MVTC since 1970.

Yorton, Helen; Office Technology; B.S., 1963; M.Ed., 1981, University of Montana; 7 yrs. related work experience; at MVTC since 1970.

STAFF



RICK KLEINJAN, PLANT MAINTENANCE

SANDRA FULLER, SECRETARY, TRADE AND TECHNOLOGY

Bollman, Wease; Teaching Assistant, Respiratory Therapy Technology; at MVTC since 1988.

Chaussee, Judith; Snack Bar Attendant; at MVTC since 1984.

Cook, Ruby; Lab Assistant/Administration Building Secretary; at MVTC since 1972.

Corra, Lorraine; Bookstore Manager; at MVTC since 1985.

Dozier, Richard; Custodian; at MVTC since 1988.

Dufresne, Jerry; Custodian; at MVTC since 1988.

Fuller, Sandra; Trade and Technology Building Bookkeeper/Secretary; at MVTC since 1981.

Hayes, Debra; Payroll and Accounts Receivable Bookkeeper; at MVTC since 1974.

Henry, Thomas; Custodian; at MVTC since 1986.

Hoblitt, Kathy; Administrative Secretary; at MVTC since 1981.

Johnshoy, Dottie; Admissions/Registrar and Counseling Secretary; at MVTC since 1984.

Kelly, Kevin; Teaching Assistant, Commercial Truck Operation; at MVTC since 1988.

Kintzler, Carrie; Cashier and Accounts Payable Bookkeeper; at MVTC since 1987.

Kleinjan, G. Richard; Engineer; at MVTC since 1981.

Lockridge, Valerie; Head Bookkeeper; at MVTC since 1971.

Mendenhall, Maxine; Snack Bar Attendant; at MVTC since 1980.

Neisinger, Ruth; Custodian; at MVTC since 1988.

Norby, Wallace; Head Engineer; at MVTC since 1974.

Rodda, William; Engineer; at MVTC since 1975.

Spuhler, Kevin; Custodian; at MVTC since 1988.

Staggs, Billie Jo; Financial Aid Secretary; at MVTC since 1986.

Todd, Sharon; Health and Business Building Secretary; at MVTC since 1982.

Whitney, Donna; Resource Center Secretary; at MVTC since 1983.

Zygmund, Beverly; Placement Secretary; at MVTC since 1985.

PROGRAM LOCATION

ADMINISTRATION BUILDING

Accounting
Commercial Food Preparation
Computer Programming
Data Entry/Computer Operation
Information Processing
Kitchen Production Management
Legal Assisting
Legal Secretarial
Medical Reception
Medical Secretarial

Medical Transcription
Microcomputing Systems/Applications
Secretarial
Word Processing/Office Reception

HEALTH AND BUSINESS BUILDING

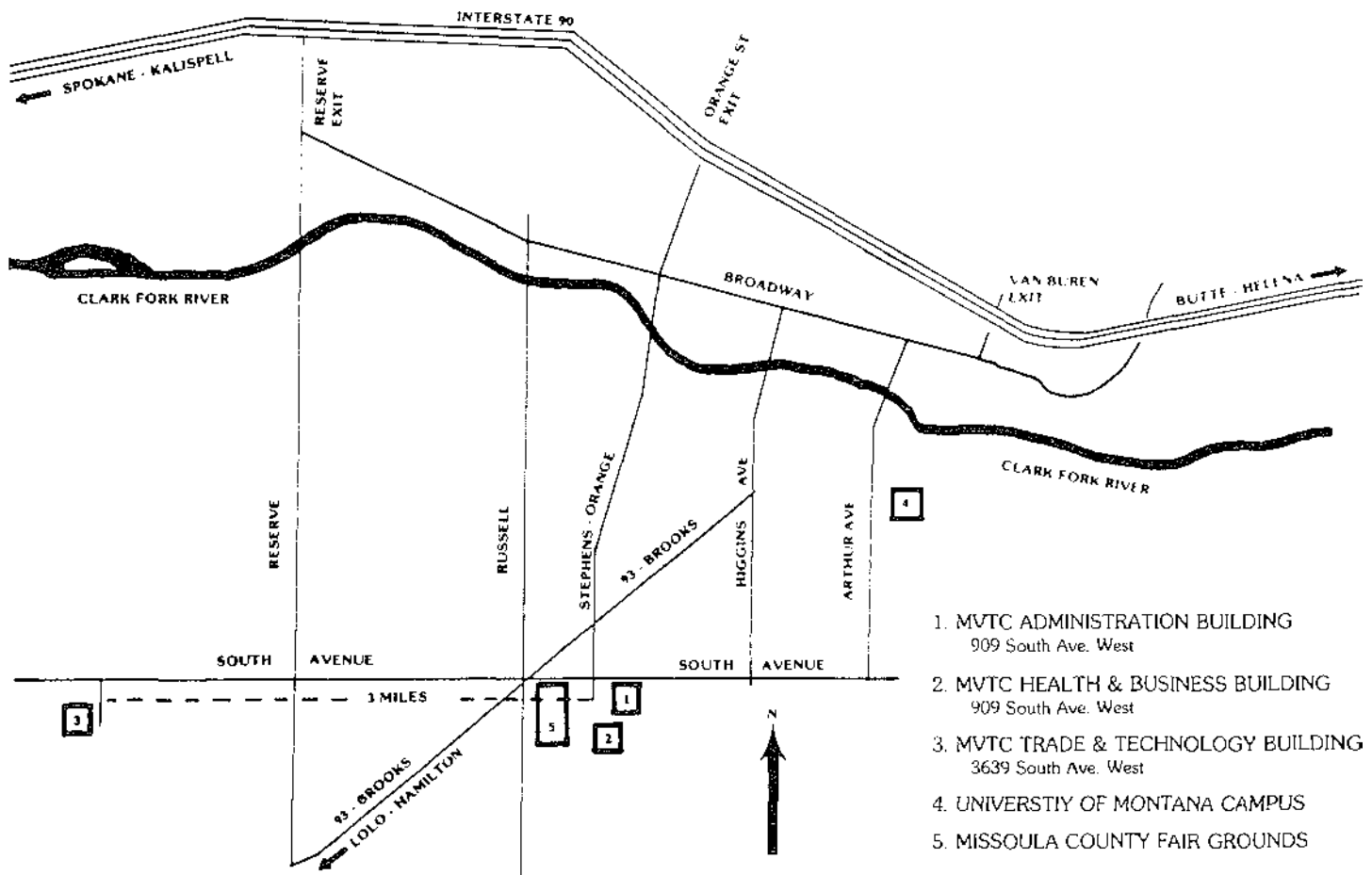
Fashion Merchandising
Practical Nursing
Prevocational Studies
Respiratory Therapy Technology

Retail Merchandising
Surgical Technology

TRADE AND TECHNOLOGY BUILDING

Commercial Truck Operation
Electronics Technology
Heavy Equipment Mechanics
Heavy Equipment Operation
Small Engine and Equipment Technology
Welding Technology

MISSOULA VOCATIONAL TECHNICAL CENTER LOCATION MAP



**Missoula Vocational
Technical Center**



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